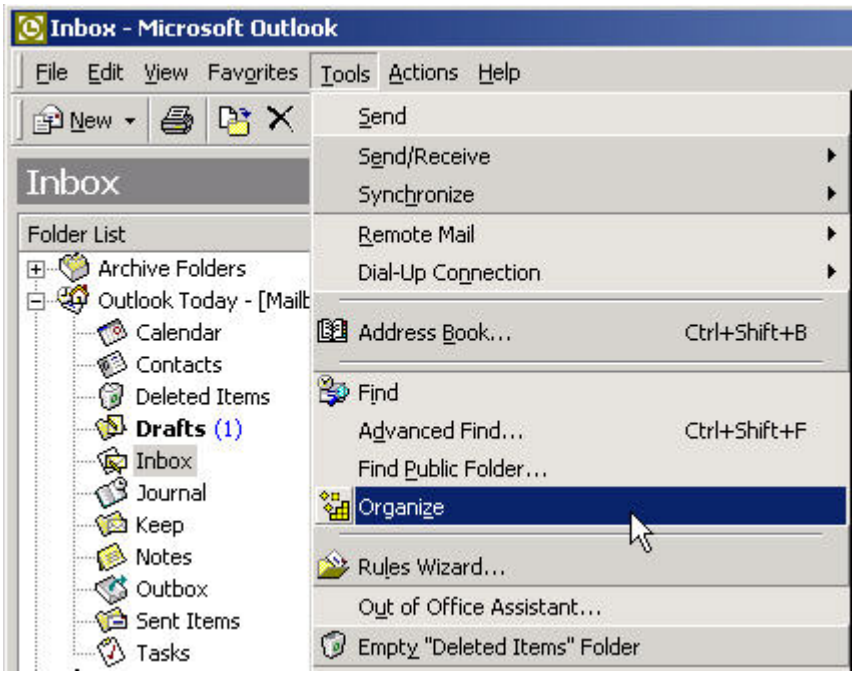
How to setup email / spam filtering in Outlook 2002

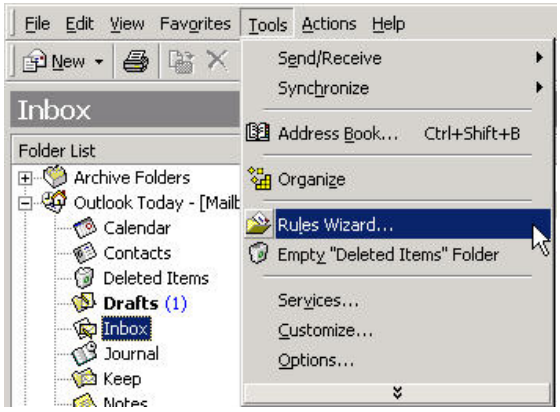
1. From the Inbox folder, click once on the email that you want to filter. Then go to **Tools** and select **Organize.**



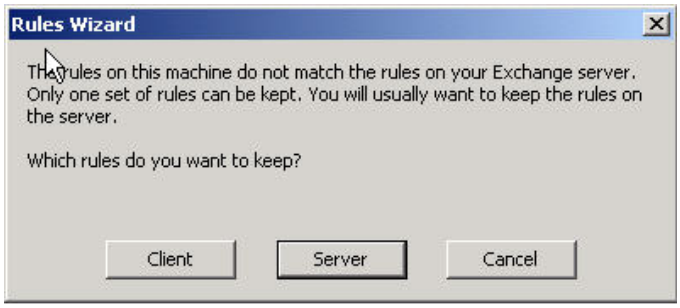
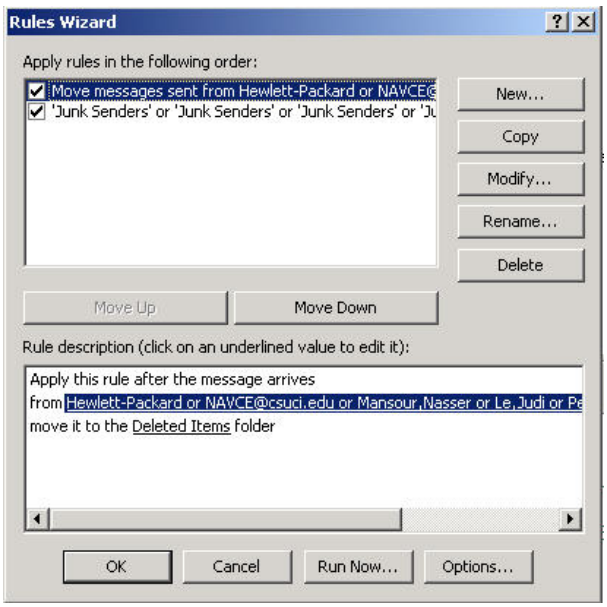
2. From the Organize window, you have a choice of **Moving Message** to a particular folder or **Create a Rule** that Outlook will apply to future messages from an individual.

My suggestion is to create a rule for a particular sender that you want to filter and send all the email from that sender into the **Deleted Items** folder.

3. To turn a rule on or off. Click on the Inbox once then go to **Tools** and select Rules Wizard.



4. If you are presented with the following option, select **Server**.



4. Then check or uncheck the rules in the **Apply rules in the following order:** to turn a rule on or off.