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.