Elizabeth City State University
Filtering Spam (Redirect Messages Marked: ECSU Spam Alert --)
Outlook Instructions

1. Click “Tools” and “Organize” on the Outlook menu bar.
2. Click “Rules Wizard.”
3. Click “New.”
4. Select “Move messages based on content.”
5. Click “specific words” in the bottom half of the screen.
6. Type “ECSU Spam Alert.”
7. Click “Add.”
8. Click “OK.”
9. Click Next.
10. Check “with specific words in the subject or body.”

11. Click Next.

12. Uncheck “move it to the specified folder.”

13. Check “delete it.”

14. Click Next.
15. Click Next. *(No action is required.)*

16. Specify name for this rule.

17. Check “**Run this rule now…**”

18. Check “**Turn on this rule.**”

   *(It may already have a check beside it.)*

19. Click **Finish**.

20. Click **OK** after the wizard runs.

21. Close out the “Organize” Window by clicking the X in the corner of the window.  *[All of the designated messages will be transferred to your “Deleted Items” folder.  You may look in this folder to make sure an important message didn’t get zapped.  If it did, you can move the message back to your inbox.]*