

AntiVirus & AntiSpam



filtered email from SecurityPost.

Managing **SPAVAS** spam and virus notifications in Microsoft Outlook Express by creating a message rule to move them into a junk e-mail folder.

The instructions and screenshots apply to Microsoft Outlook Express version 6; the process for version 5 version is very similar. There is a separate document for Microsoft Outlook.

To create the new message rule, click on the **Tools** menu, select the **Message Rules** item and then click on **Mail** in the sub-menu.

If you have existing message rules, the Message Rules dialog shown on the right will be displayed - click the New button to display the New Mail Rule dialog.

If you do not have existing mail rules, the New Mail Rule dialog (below right) is displayed automatically.

In the 1. Select the Conditions for your rule section, tick the *Where the Subject line contains specific words* condition (right).

In the 2. Select the Actions for your rule section, tick the *Move it to the specified folder* action (right).

Enter "Move spam and virus notifications into the Junk Email folder" in the 4. Name of the rule section.

In the 3. Rule Description section, click on the underlined <u>contains specific words</u> to display the dialog box shown below:

Message Rules	? 🔀	
Mail Rules News Rules Blocked Senders		
These rules will be applied to Mail messages.		
Existing mail rule	<u>N</u> ew	
	Modify	
	Сору	
	Remove	
	Apply Now	
Move Up Move Down		
Rule Description (click on an underlined value to edit it):		
There is no rule selected.		
L		
ОК	Cancel	

New Mail Rule	?×
Select your Conditions and Actions first, then specify the values in the Description. 1. Select the Conditions for your rule:	
 Where the From line contains people Where the Subject line contains specific words Where the message body contains specific words Where the To line contains people 	<
2. Select the <u>A</u> ctions for your rule:	
 Move it to the specified folder Copy it to the specified folder Delete it Forward it to people 	<
3. Rule Description (click on an underlined value to edit it):	
Apply this rule after the message arrives Where the Subject line <u>contains specific words</u> Move it to the <u>specified</u> folder	
4. <u>N</u> ame of the rule:	
Move spam and virus notifications into the Junk E-mail folder	
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Enter "SPAM:" and press the Add button. Enter "VIRUS:" and press the Add button once again. It important that you include the colon (":") as shown so that the message rule does not match just any occurrence of the words spam or virus in the subject line.

Click the **OK** button to return to the **New Mail Rule** dialog (previous page)

Type Specific Words	2
Type specific words or a phrase, and click Add.	Add
<u>W</u> ords:	<u></u> uu
Where the Subject line contains 'SPAM:' or "VIRUS:'	<u>R</u> emove Options
ОК	Cancel

In the **3**. Rule Description section of the New Mail Rule dialog, click on the underlined <u>specified</u> to display the Move dialog box (right):

If you do not already have a suitable folder to store spam and virus notifications in, select Local Folders (shown right) and click on the New Folder button to create one.

Move	
Move the item(s) to the selected folder: Outlook Express Cocal Folders Cocal Folders	OK Cancel New Folder

Enter "Junk E-Mail" and click the OK button to create the new folder.



Select the Junk E-mail (or appropriate) folder and press the OK button.



The completed **New Mail Rule** dialog shown below will be displayed (right)

Click **OK** to finish the creation of the message rule resulting in the dialog below:

New Mail Rule	?×
Select your Conditions and Actions first, then specify the values in the Description.	
Where the From line contains people Where the Subject line contains specific words Where the message body contains specific words Where the To line contains people	<
2. Select the <u>A</u> ctions for your rule:	
Move it to the specified folder Copy it to the specified folder Delete it Forward it to people	<
3. Rule Description (click on an underlined value to edit it):	
Apply this rule after the message arrives Where the Subject line <u>contains 'SPAM:' or 'VIRUS:'</u> Move it to the <u>Junk E-mail</u> folder	
4. <u>N</u> ame of the rule:	
Move spam and virus notifications into the Junk E-mail folder	
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The message rule which you have just created will automatically move spam and virus notifications into the Junk E-mail folder upon arrival.

Press the **OK** button to close the **Message Rules** dialog box, completing the task.

If you already have spam and virus notifications in your Inbox, then you may wish to click the **Apply Now** button which will move them to the Junk E-mail folder.

This will open the Apply Mail Rules Now dialog (not shown). You should then select the Move spam and virus notifications into the Junk E-mail folder mail rule and the folders to which it should be applied, before clicking the Apply Now and then Close buttons.

Message Rules	? 🛛
Mail Rules News Rules Blocked Senders	
These rules will be applied to Mail messages.	
✓ Move spam and virus notifications into the Junk E-mail folder	New Modify Copy Remove Apply Now
Move Up Move Down Rule Description (click on an underlined value to edit it):	
Apply this rule after the message arrives Where the Subject line <u>contains 'SPAM:' or 'VIRUS:'</u> Move it to the <u>Junk E-mail</u> folder	
ОК	Cancel

It is important that you check the Junk E-mail folder regularly for notifications about messages which may have been mis-classified as spam because these messages can be only retrieved from the quarantine area for 14 days.