

AntiVirus & AntiSpam



filtered email from SecurityPost.

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

The instructions and screenshots apply to Microsoft Outlook 2003; the processes for versions 2002 and 2000 are very similar. There is a separate document for Microsoft Outlook Express.

To create the new email rule, click on the **Tools** menu and select the **Rules and Alerts...** item to show the **Rules and Alerts** dialog (right).

If you have existing email rules, they will be listed in this dialog.

Click the **New Rule**... button to display the **Rules Wizard** dialog (below right).

Rules and Alerts			? 🛛
E-mail Rules Manage Alerts			
Apply changes to this <u>f</u> older:	Inbox [**********************	****************	~
Mew Rule Change Rule	🗸 🖹 Copy 🗙 Delete 🍙	Run Rules Now	Options
Rule (applied in the order s	hown)	Actions	~
	Select the "New Rule" button to	make a rule.	
			\sim
Rule description (click an underl	ined value to edit):		
		ОКС	Cancel Apply

Select the *Start creating a rule from a template* radio button

In the **Step 1: Select a template** section, select the *Move message with specific words in the subject to a folder* to highlight it (right).

In the Step 2: Edit the rule description section, click on the underlined <u>specific words</u> to display the Search Text dialog box shown below.

Rules Wizard
 Start creating a rule from a template
◯ Start from a b <u>l</u> ank rule
Step 1: Select a template
Stay Organized
Nove messages from someone to a folder
Move messages with specific words in the subject to a folder
Move messages sent to a distribution list to a folder
X Delete a conversation
Flag messages from someone with a colored flag
Stay Up to Date
Not the New Item Alert Window Street
Play a sound when I get messages from someone
Send an alert to my mobile device when I get messages from someone
Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
with <u>specific words</u> in the subject
move it to the <u>specified</u> folder
Example: Move mail with Project in the subject to my Project folder
Cancel < Back Next > Finish

Enter "**SPAM**: " and press the **Add** button. Enter "**VIRUS**: " and press the **Add** button once again. It important that you include the colon and space (": ") 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 **Rules Wizard** dialog (below right).

In the Step 2: Edit the rule description section, click on the underlined <u>specified</u> word to display the Rules and Alerts: Choose a folder dialog box shown below.

Search Text	
Specify \underline{w} ords or phrases to search for in the subject:	
	Add
Search list:	
"SPAM: " or "VIRUS: "	Remove
OK	Cancel

Rules Wizard	×
⊙ Start creating a rule from a <u>t</u> emplate	
◯ Start from a blank rule	
Step 1: Select a template	
Stay Organized	
Nove messages from someone to a folder	
Move messages with specific words in the subject to a folder	
Move messages sent to a distribution list to a folder	
X Delete a conversation	
Flag messages from someone with a colored flag	
Stay Up to Date	
Not the New Item Alert Window	
Play a sound when I get messages from someone	
Send an alert to my mobile device when I get messages from someone	
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after the message arrives	
with <u>"SPAM: ' or 'VIRUS: '</u> in the subject	
move it to the <u>specified</u> folder	
Example: Move mail with Project in the subject to my Project folder	
Cancel < Back Next > Finish)

Select the "Junk E-Mail" folder to highlight it and click the OK button.

If you do not already have a suitable Junk Email folder in which to store spam and virus notifications, click on the **New...** button (shown right) and follow the instructions to create one.



After clicking the **OK** button in the **Rules and Alerts: Choose a folder** dialog box, the **Rules Wizard** will be revealed again.

Each of the values should be as displayed.

Click on the **Next** > button to continue.

Rules Wizard	×
• Start creating a rule from a template	
O Start from a blank rule	
Step 1: Select a template	
Stay Organized	
Move messages from someone to a folder	
Move messages with specific words in the subject to a folder	
Move messages sent to a distribution list to a folder	
X Delete a conversation	
Flag messages from someone with a colored flag Stay, Up to Date	
 Play a sound when I get messages from someone Send an alert to my mobile device when I get messages from someone 	
Step 2: Edit the rule description (dick an underlined value)	
Apply this rule after the message arrives with ' <u>SPAM: ' or 'VIRUS: '</u> in the subject and on this machine only move it to the <u>Junk E-mail</u> folder	
Example: Move mail with Project in the subject to my Project folder	
Cancel < Back Next > Finish	

In the **Step 1: Select condition(s)** section, un-tick the *on this machine only* condition (right).

Click on the **Next** > button to continue.

Rules Wizard		×
Which condition(s) do you want to check? Step 1: Select <u>c</u> ondition(s)		
on this machine only	^	
with <u>specific words</u> in the subject		
through the specified account		
sent only to me		
where my name is in the To box		
marked as importance	-	
marked as <u>sensitivity</u>		
I flagged for <u>action</u>		
where my name is in the Cc box		
where my name is not in the To box		
sent to people or distribution list	~	
Step 2: Edit the rule description (disk an underlined value)	_	
Arely this and a first the accession arrives		
Apply this rule after the message arrives		
move it to the Junk E-mail folder		
		_
Cancel < <u>B</u> ack <u>N</u> ext > Fini	sh	

The Rules Wizard dialog, as shown on the right, will be displayed. It is not necessary to change anything on this page.

Click on the **Next** > button to continue.

Rules Wizard
What do you want to do with the message?
Step 1: Select action(s)
✓ move it to the <u>specified</u> folder
assign it to the <u>category</u> category
🗌 delete it
permanently delete it
move a copy to the <u>specified</u> folder
forward it to people or distribution list
forward it to people or distribution list as an attachment
reply using a specific template
I flag message for action in a number of days
flag message with <u>a colored flag</u>
clear the Message Flag
mark it as <u>importance</u>
Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
with <u>SPAM: ' or 'VIRUS:</u> in the subject
and on this machine only
move it to the <u>Junk E-mail</u> folder
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Cancel CRack Next S Einich

It is not necessary to specify any exceptions.

Click on the **Next** > button to continue.

Rules Wizard	×
Are there any exceptions? Step 1: Select exception(s) (if necessary) except if from people or distribution list except if the subject contains <u>specific words</u> except if the subject contains <u>specific</u> account except if sent only to me except where my name is in the To box except if it is marked as <u>importance</u> except if it is marked as <u>specifivity</u>	
except if it is flagged for action except where my name is in the Cc box except where my name is in the To or Cc box except if my name is not in the To box except where my name is not in the To box except if sent to people or distribution list except if the body contains specific words	
Apply this rule after the message arrives with <u>'SPAM: 'or 'VIRUS</u> ' in the subject and on this machine only move it to the <u>Junk E-mail</u> folder	
Cancel < <u>B</u> ack <u>N</u> ext > Finish	

In the Step1. Specify a name for this rule section, enter "Move spam and virus notifications into the Junk E-mail folder".

In the **Step2: Setup rule options**, it is recommended that you tick the *Create this rule on all accounts* tick box.

The *Turn on this rule* option should be left ticked.

Click **Finish** to complete the creation of the message rule returning to the dialog below:

Rules Wizard	×
Finish rule setup.	
Step 1: Specify a <u>n</u> ame for this rule	
Move spam and virus notifications into the Junk E-mail folder	
Step 2: Setup rule options	
Run this rule now on messages already in "Misc"	
✓ Iurn on this rule	
Create this rule on all accounts	
Step 3: Review rule description (click an underlined value to edit)	
Apply this rule after the message arrives with 'SPAM: ' or 'VIRUS: ' in the subject	
move it to the <u>Junk E-mail</u> folder	
	_
Cancel < Back Next > Finish	

The message rule which you have just created will automatically move spam and virus notifications into the Junk E-mail folder upon arrival.

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

Rules and Alerts	? 🛽
E-mail Rules Manage Alerts	
Apply changes to this <u>f</u> older: Inbox [************************************	······································
<u> M</u> ew Rule C <u>h</u> ange Rule 🗸 🗎 Copy 🗙 <u>D</u> elete 🔹	Run Rules Now Options
Rule (applied in the order shown)	Actions
Move spam and virus notifications into the Junk E-mail folder	
	9
Rule description (click an underlined value to edit):	
Apply this rule after the message arrives	
with 'SPAM: ' or 'VIRUS: ' in the subject	
move it to the <u>Junk E-mail</u> folder	
	OK Cancel <u>Apply</u>

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

Close buttons.

You must click the **OK** button to close the **Rules and Alerts** dialog and activate the rule.

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.

Alternative method - import the e-mail rule from a file

(Applicable to Microsoft Outlook 2002(XP), 2003 and 2007 users only; users of other versions should create the e-mail rule manually using the instructions above as a guide).

There is an alternative way of setting up an email rule in Microsoft Outlook to move spam and virus notifications into a specific mailbox. This involves downloading a Microsoft Outlook rule file and then importing it. This method may be quicker for creating a message rule on a number of computers. The rule file can also be used to create the email rule for Microsoft Windows Server and Microsoft Exchange Server users using group policy.

Download the rule file from:

https://admin.spavas.net/SPAVAS-Outlook2003-Email-rule.rwz (Outlook 2003/7) https://admin.spavas.net/SPAVAS-Outlook2002-Email-rule.rwz (Outlook 2002(XP))

and save in the My Documents or other suitable folder.

Follow the first step described above to display the **Rules and Alerts** dialog (see above).

Click on the **Options** button to display the **Options** dialog (right)

Click on the **Import Rules** button to display the **Import Rule from** dialog (below right)

Options	×
Import and Import or of Outlook	export export your rules to and from previous versions
	Export Rules
Rules upgra We recom performan Outlook.	de mend that you upgrade your rules for better ce, unless you also use a previous version of
	Upgrade Now
	OK Cancel

Open the appropriate folder and select the rule file which you have just downloaded and then press the **Open** button.



The **Options** dialog will be revealed again. Click **OK** to return to the **Rules and Alerts** dialog. You should see the **Move spam and virus notifications into the Junk E-mail folder** rule in the list. Click the **OK** button to complete the import.