The email servers on campus are no longer set up to filter junk emails from your inbox. If you are getting a significant number of junk emails in your inbox you can set up your own filters in Outlook.

To set up filters based on keywords

1. Open Microsoft Outlook.
2. Click on **Tools** and Select **Rules and Alerts**.
3. Click on **New Rule**.
4. In the Step 1 box click on **Move messages with specific words in the subject to a folder**.
5. In the Step 2 box click on **specific words**.
6. Type in a list of words that appear in the subject line of junk mail you have been receiving like; **pharmacy**, **sex**, **mortgage**, **Viagra**. Be careful not to use words that might appear in the headings of messages you want to receive.
7. Click the **Add** button and then click **OK**.
8. In the Step 2 box click on **the word specified**.
9. Select the **Junk E-mail folder** and then click **OK**.
10. Click the **Next Button** until you see the **Finish button**. Click on the Finish button and then click the **Apply button**.

If you wish to add words later you can either create a new rule or select the rule you already created and click on the Change Rule button. You can add as many words to the rule as you wish.

After you make your rule you should check your Junk E-mail folder for a week or so to make sure messages you want to receive are not going there.
To set up filters based on senders

If you are getting spam, or messages you do not want from a particular email address you can have email from that sender go to your junk email folder.

**Note:** You can also use this filter to have messages from certain emails go to other folders that you have created, saving you having to move them each time.

1. Open Microsoft Outlook.
2. Click on **Tools** and Select **Rules and Alerts**.
3. Click on **New Rule**.
4. In the Step 1 box click on **Move messages from someone to a folder**.
5. In the Step 2 box click on **People or Distribution List**.
6. Select the person, or people you want to move to the junk email or other folder.
7. Click **Next**.
8. In the Step 2 box click **Folder**.
9. Select the Junk folder or other folder you wish the messages from this person, or people to and click **OK**.

10. Click **Next** and then **Finish**.
11. Click **Apply** and then **OK**.
12. If you find that a person or a group that you want to receive mail from is going to the Junk E-mail box, right click on the message and select **Junk E-mail** and then **Add Sender to Safe Senders list**.
13. If you wish to no longer receive mail from a sender then right click on the message, select **Junk E-mail** and **Add Sender to Blocked Senders List**.

### Setting a rule based on Spam Confidence Level

This is the rule that the Exchange Server was previously setting for you but will no longer set. But you can set the rule for yourself.

1. Open Microsoft Outlook.
2. Click on **Tools** and Select **Rules and Alerts**.
3. Click on **New Rule**.
4. In the Step 1 box click on **Check Messages when they Arrive**.
5. Click **Next**.
6. In the Step 1 Select conditions box click on **With specific words in the message header**.
7. In the Step 2 box click on Specific Words.
8. In the Specify a word or phrase to search for add the following one at a time.
   
   X-MS-Exchange-Organization-SCL: 5
   X-MS-Exchange-Organization-SCL: 6
   X-MS-Exchange-Organization-SCL: 7
   X-MS-Exchange-Organization-SCL: 8
   X-MS-Exchange-Organization-SCL: 9

9. Click OK and then Next.
10. In the Select Actions box click on Move it to the Specified folder.
11. In the Step 2 box click on the word Specified.
12. Click on the Junk email folder.
13. Click Finish.
14. Click Apply.
15. Click OK.
Check your Junk email folder regularly!

Check your junk email folder regularly. If there are messages you want in the folder you must right click on them and move them to a different folder before you can open them.

If you do not want any of the messages in your junk email folder right click on the folder and select **Empty “Junk E-mail” folder.**

After you have emptied your junk folder right click on the Deleted items folder and select **Empty “Deleted Items Folder”.**