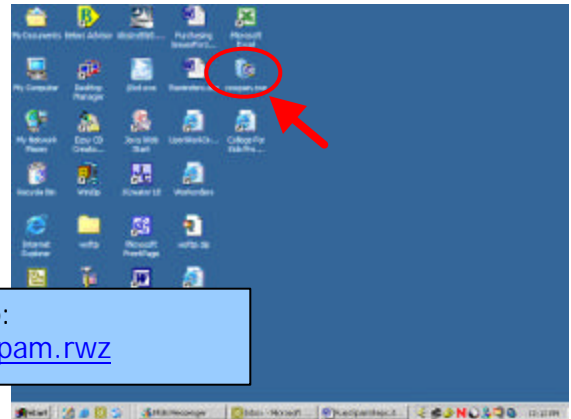
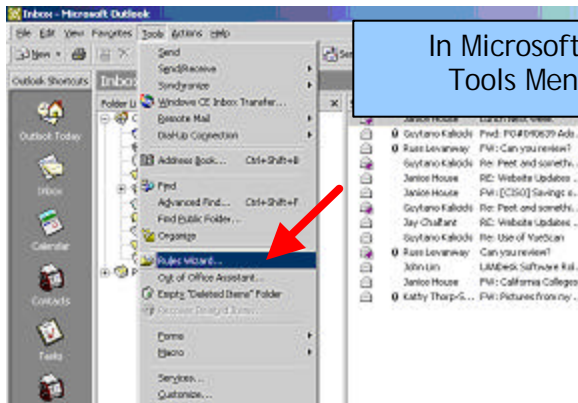


How to Setup Rule-Based Spam Filtering

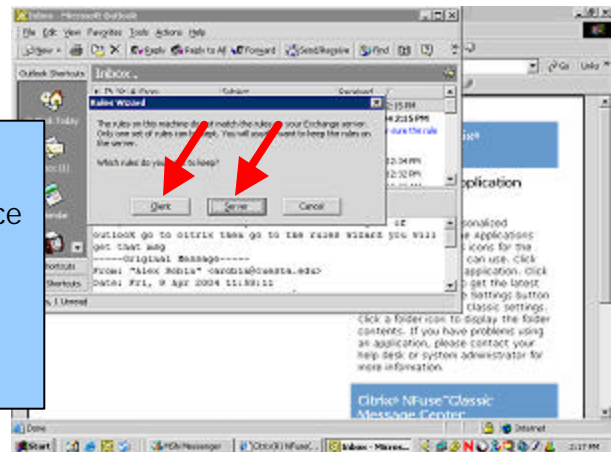


Save the following file on your desktop:
<http://email.cuesta.edu/mailinfo/nospam.rwz>

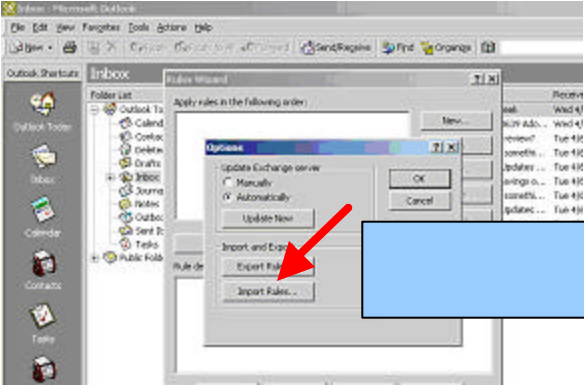
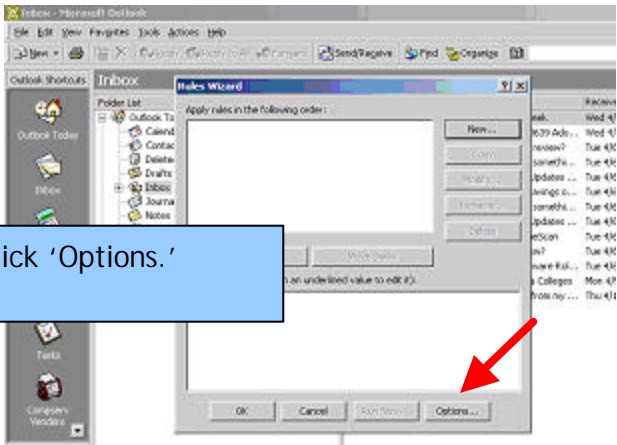


In Microsoft Outlook, select your Inbox, then go to the Tools Menu scroll down and open the Rules Wizard.

If you are using Citrix, or if you are logging into a new computer for first time you may see the Rules Wizard dialog asking which rules you want to keep. Make a choice based on the following:
Client: If using your primary computer
Server: If using Citrix to access email

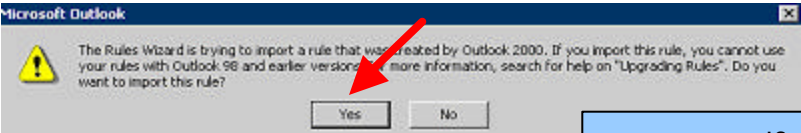
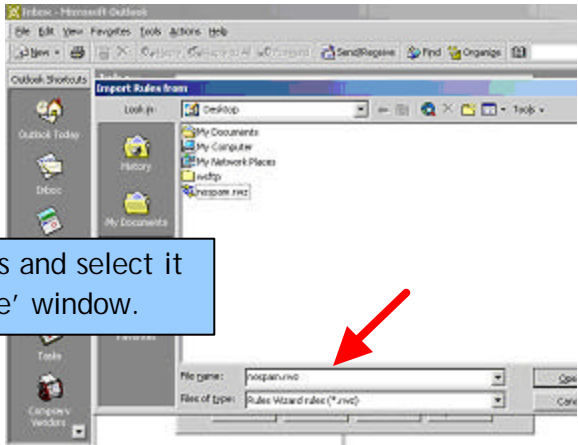


At the Rules Wizard dialog, click 'Options.'



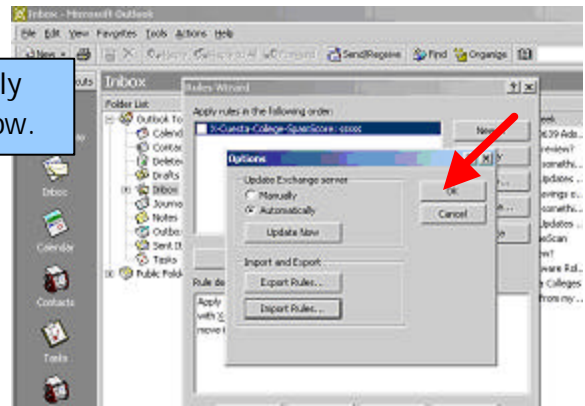
Click the 'Import Rules' button.

Browse to the location where the rule file is and select it so that the file appears in the 'File name' window.

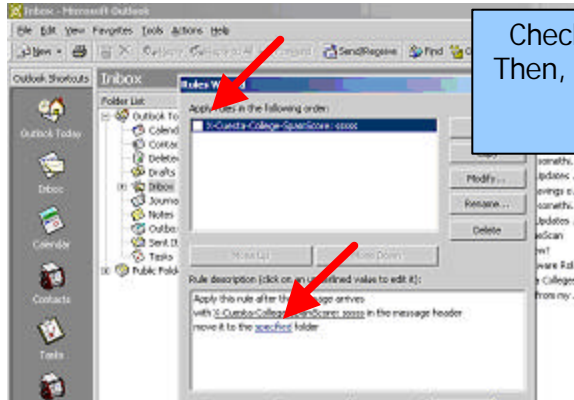


If you see this prompt, click 'Yes.'

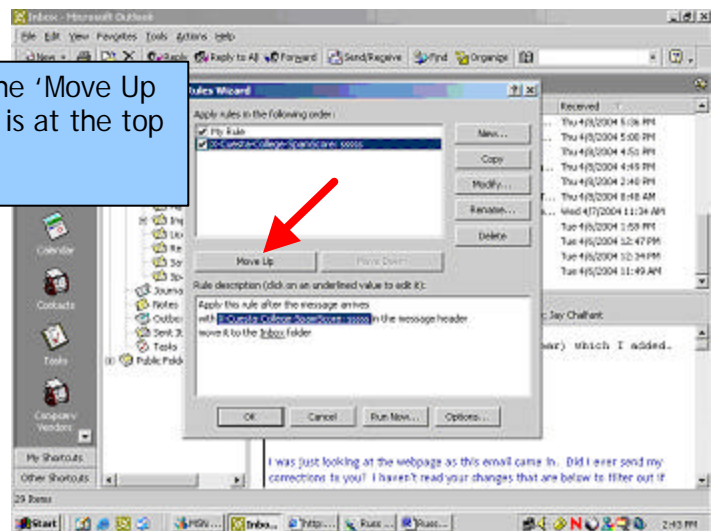
You should now see that the rule has been successfully imported. Click the 'OK' button on the Options window.



Check the box next to the rule so that it will be applied. Then, to specify the folder to which you would like to send Spam, click on the blue text 'specified.'

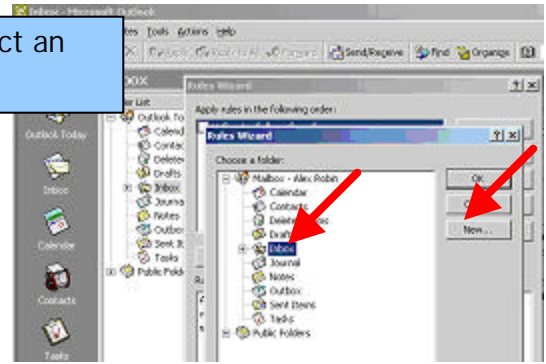


If you have more than one rule running, use the 'Move Up' button to make sure that your new Spam rule is at the top of the list.

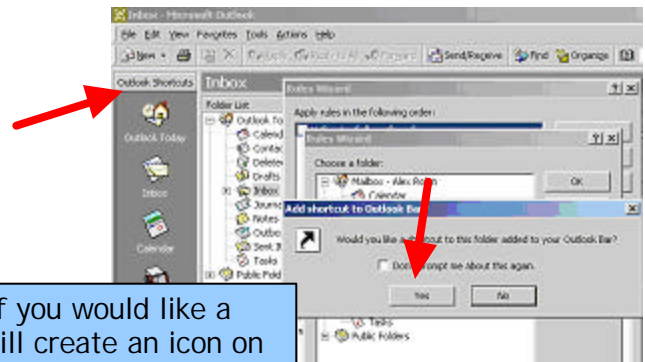
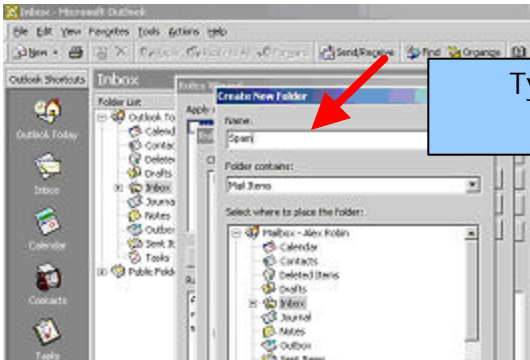


Rather than sending spam directly to your deleted items box, Computer Services recommends that you create a "Spam" folder so that you will be able to periodically check that folder to make sure legitimate email is not being incorrectly caught as Spam.

Click 'New' to create a new folder or select an existing folder.



Type a new file name ('Spam') in the 'Name' window then click 'OK.'



By clicking 'Yes' at the prompt asking if you would like a shortcut added to your Outlook Bar you will create an icon on which you can click to go directly to your new Spam folder.