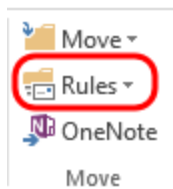


Create a rule based on SPAM.

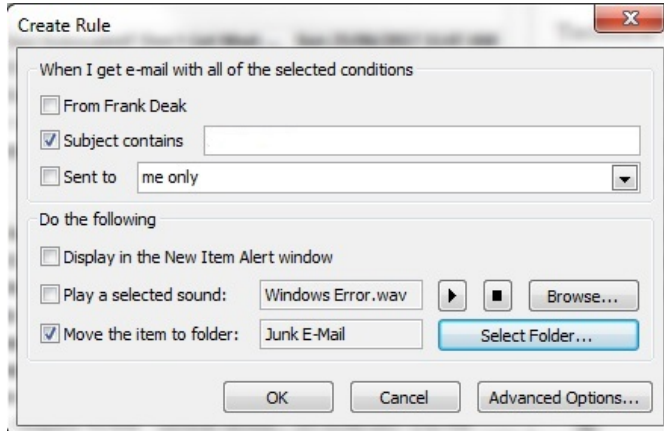
A rule can be quickly created from any message. The advantage of this method is that rules are suggested based on the message sender, recipients or subject line. For example, when you start with a message, one rule that is suggested moves all messages from that sender to a folder that you choose.

1. Click the message for which you want to create a rule, and then on the **Home** tab, in the **Move** group, click **Rules**.

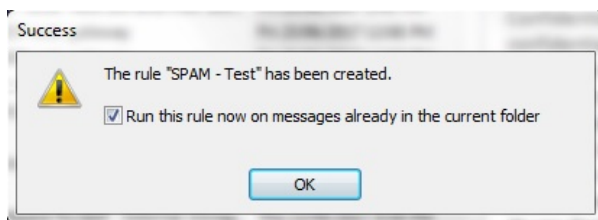
Suggested rules appear based on the message sender and recipients.



2. Do the following:
 - Click **Create Rule**
 - Then select **Subject Contains & Move the item to folder:** and select **Junk E-Mail** from the **Select Folder Button** and click **OK**.



The next pop up window will ask if you want to run the Rule now. Click on the check box to run the Rules and click **OK**.



The Rule has now been created and will filter all incoming mail to your Junk E-Mail folder. Please remember to monitor your junk mail folder for any valid mail caught by the filter.