

Junk E-Mail? How to set Outlook '97 to delete junk mail

To effectively intercept junk mail, the rules wizard can be set to delete them automatically. It is recommended that you set the rule using the senders email. After a while the sender will discontinue sending the junk email. But in fact, the solution will seem immediate when using this tool.

To set up a rule in Outlook 97 to automate the handling of mail coming from a certain address:

1. Select **Inbox Assistant** from the **Tools** menu
2. Select **Add Rule . . .** A dialog box will appear
3. Click **From** and enter the e-mail address.

This will trigger the rule whenever a mail message arrives from that address. You can also create a rule using the contents of the subject line, the contents of the message or the contents of the **To:** line. If you click the **Advanced** button, you will see that you can also trigger a rule using other criteria, such as message size and date. We recommend that you use just the senders email address in most cases.

4. Choose what action you would like performed

Options include deleting a message, moving it to a folder, copying it to a folder (in which case the original stays in the Inbox) or forwarding it to another address (with an option of deleting the copy in your Mailbox).

We recommend you select delete

Note: The next version of Outlook, which will be implemented soon, is much less manual. See this FAQ for this same solution in 2000 or XP if you are looking for a newer version solution.