Creating Rule in Outlook 2003

Click on the Inbox

Right-click the message you want to base the rule on. i.e. Huntington Bank or Washington Mutual emails

Click Create Rule

In the Create Rule dialog box, select the conditions and actions you want to apply. You can choose to filter by name by clicking the “From …” check box. Or if it is a subject you are filtering for click the subject checkbox

Choose what you want the filter to do with the email. In the example above it moves the email to the Junk Email folder. You can select another or different folder by clicking the select folder button.

Note:
You can also click the Advanced Options and get a bit more sophisticated with the filter. You can click the option “with specific words in body and subject” and click the “specific words” to add specific keywords for the filter to watch out for.

![Rules Wizard](image)

Click OK

Check the “Run this rule…” checkbox and Click OK.

**Note: For spam like Washington Mutual and Huntington Bank you may have to do this process**
multiple times since the subject and sender change frequently.