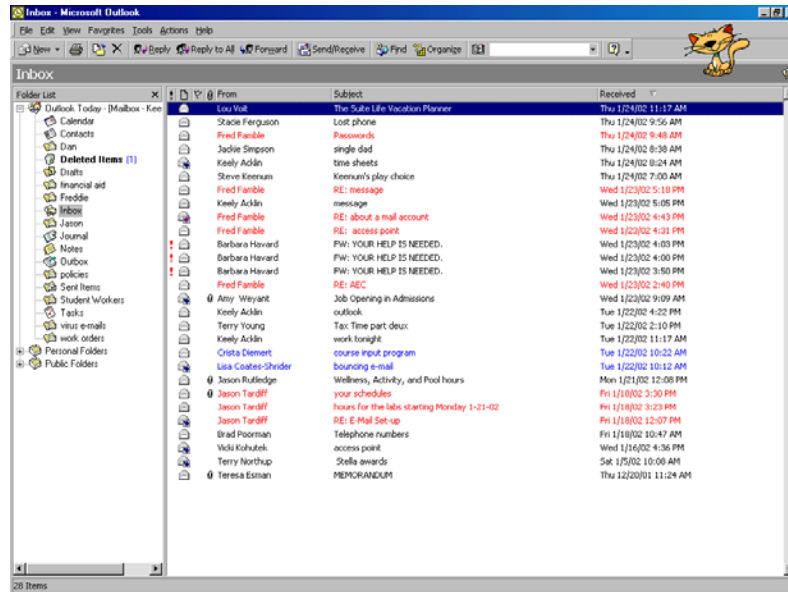


Instructions to Filter Unwanted E-mail

Double click your Microsoft Outlook Icon

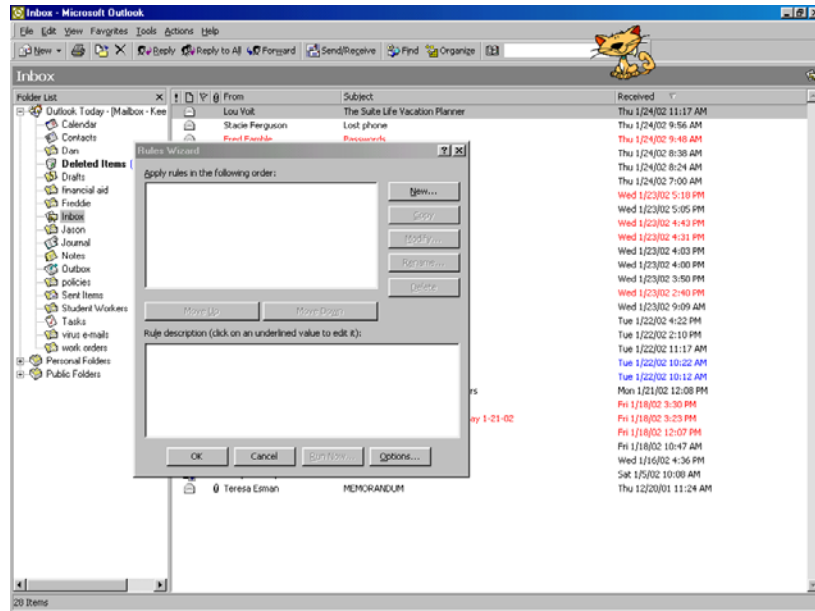


Click the Tools menu .
Select the Rules Wizard

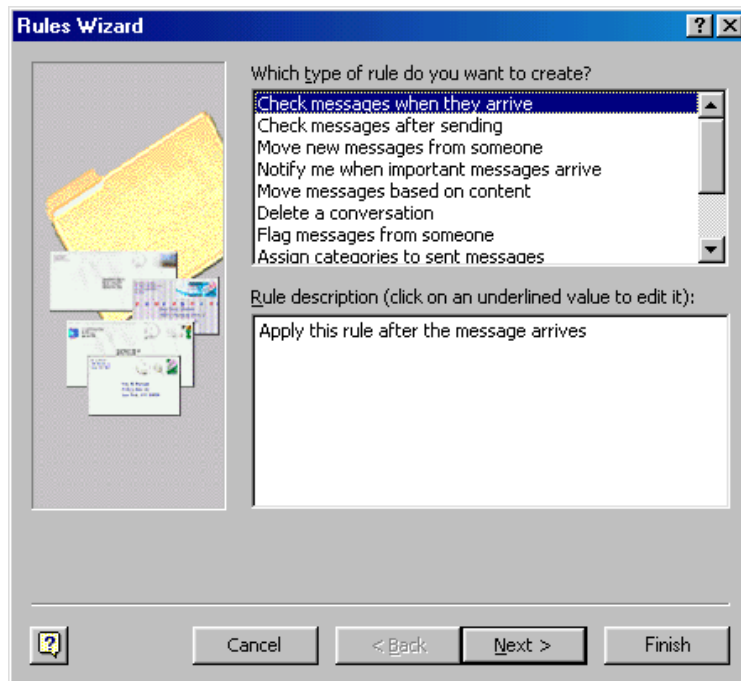


2

Click New....



Click “Check messages when they arrive”
Click Next

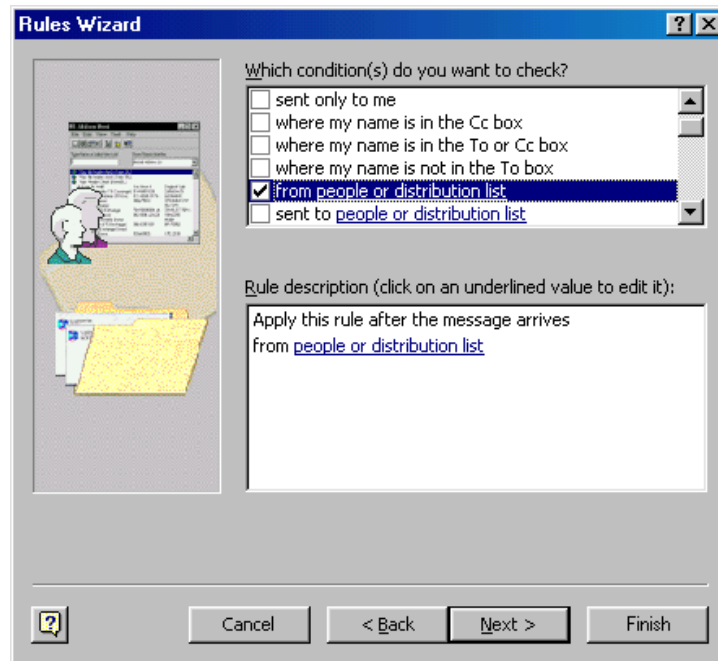


In the box “Which condition(s) do you want to check?”

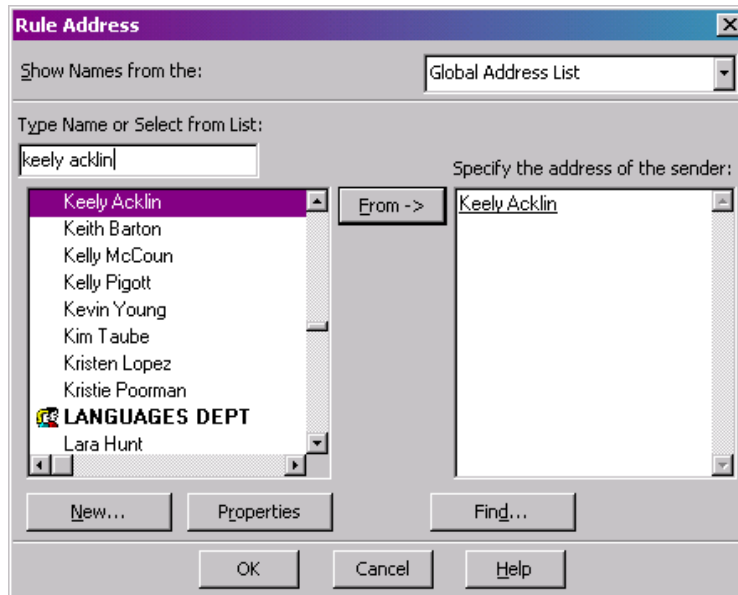
SELECT from [people or distribution list](#) (if the unwanted e-mail is from someone in your distribution list. If the unwanted e-mail is not from your distribution list, then click [with specific words](#) and type in the senders address.

In the box “Rule description (click on an underlined value to edit it):

Click [people or distribution list](#)

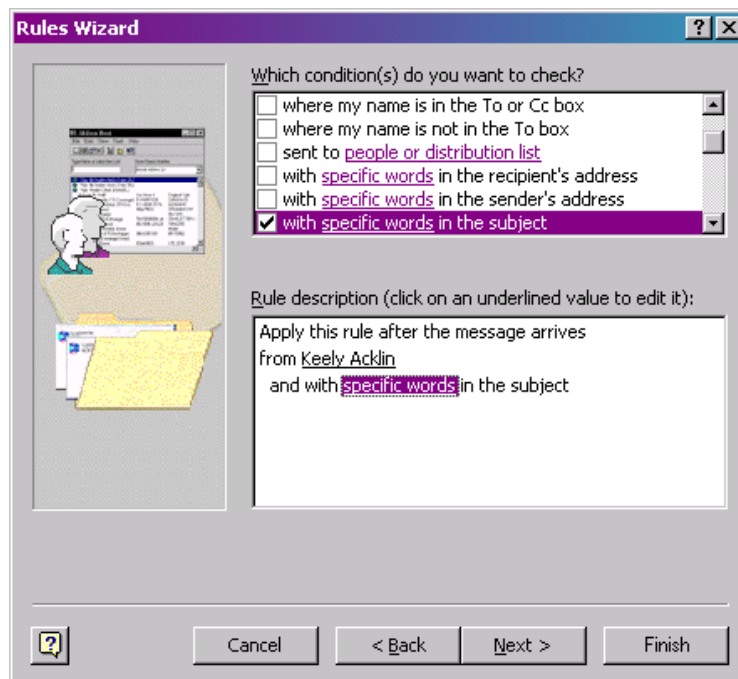


In the box “Type Name or Select from List:” type in the person’s name that you want to filter out, example Keely Acklin

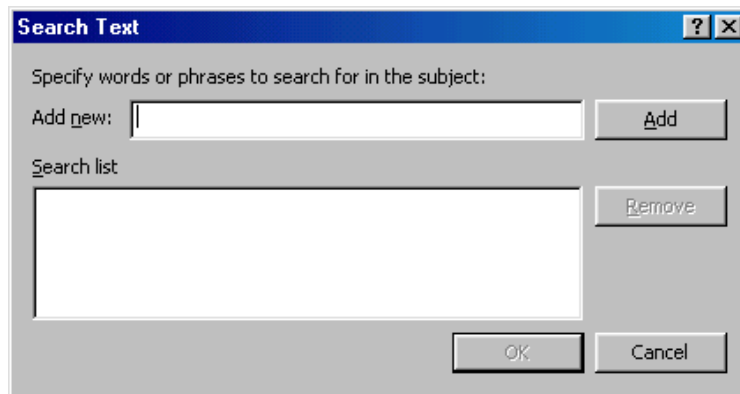


When Keely Acklin's name is highlighted in blue,
 Click From
 Click OK

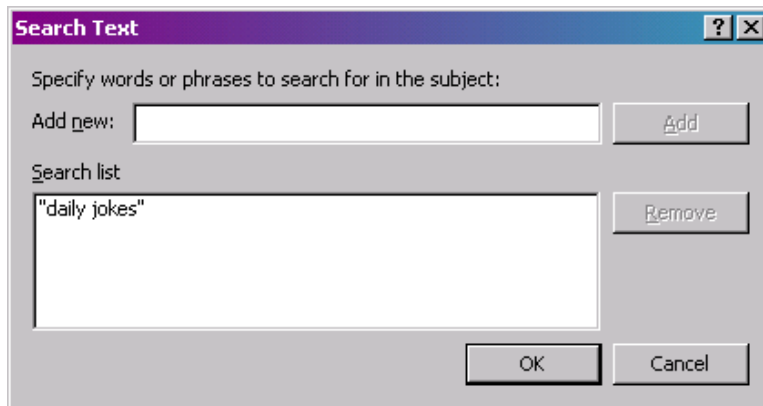
In the box "Which condition(s) do you want to check?"
 Scroll down the list and **SELECT** "with [specific words](#) in the subject"
 In the box "Rule description (click on an underlined value to edit it):"
 Click [specific words](#).



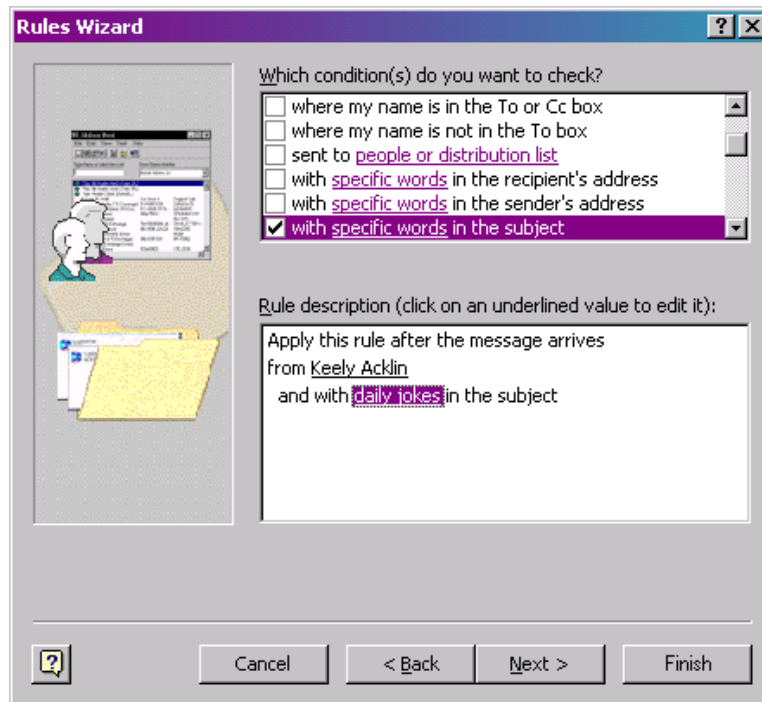
Type whatever the subject is of the unwanted e-mail in the Add New: box
Click Add



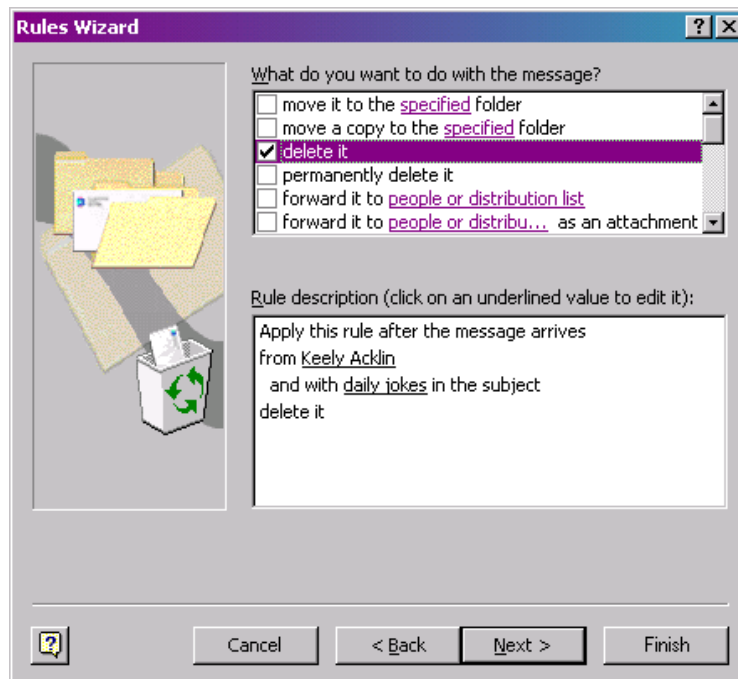
Click OK



Click Next

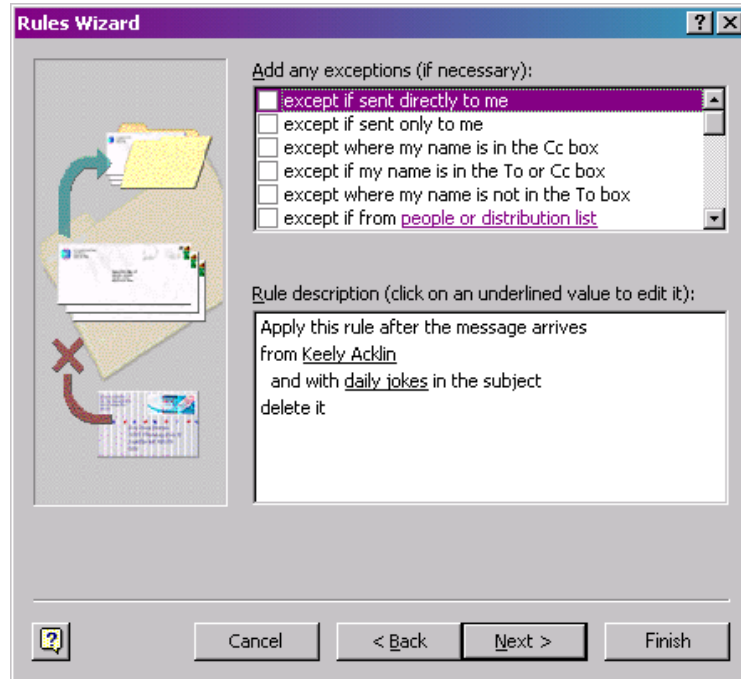


In the box “What do you want to do with the message?”
Select the option of permanently delete it
Click Next

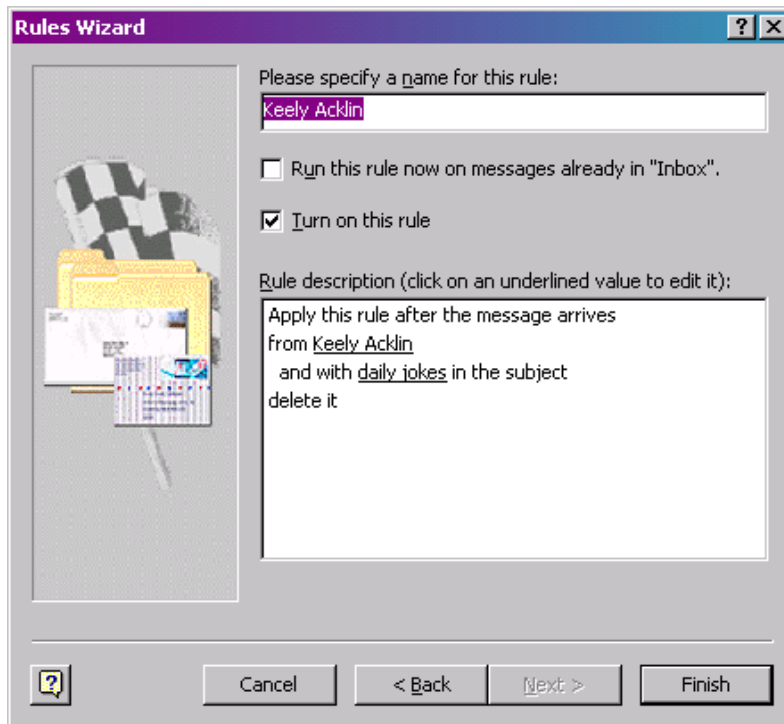


7

Click Next

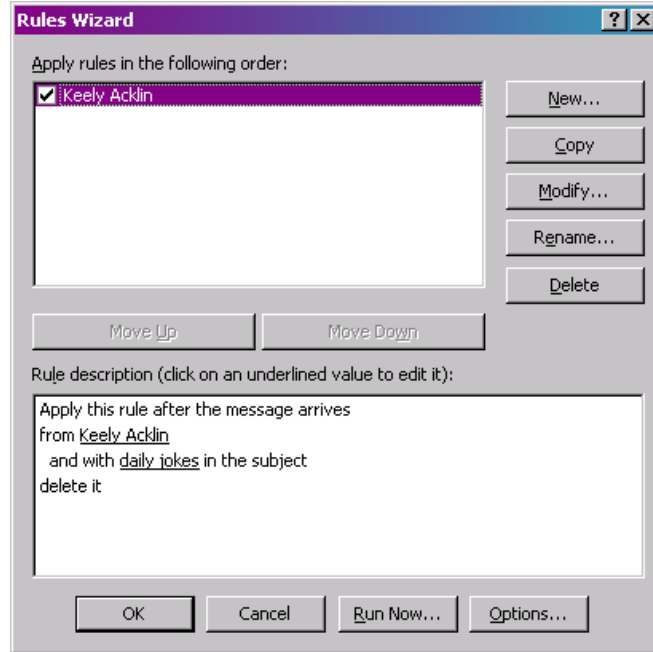


Click Finish



8

Click Ok



Now you have a rule that will delete the e-mail of Keely Acklin's daily jokes.