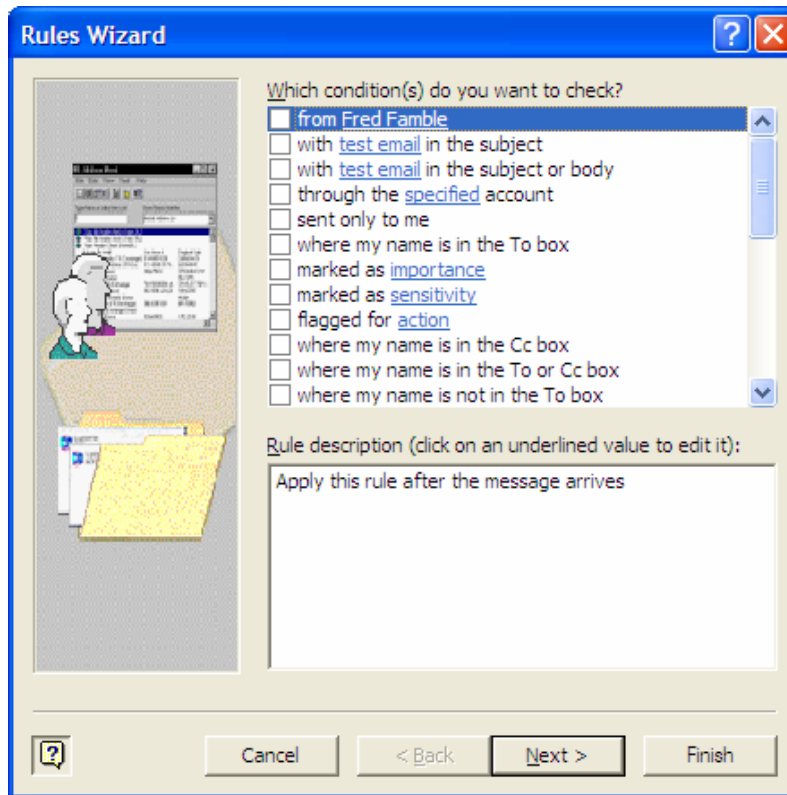


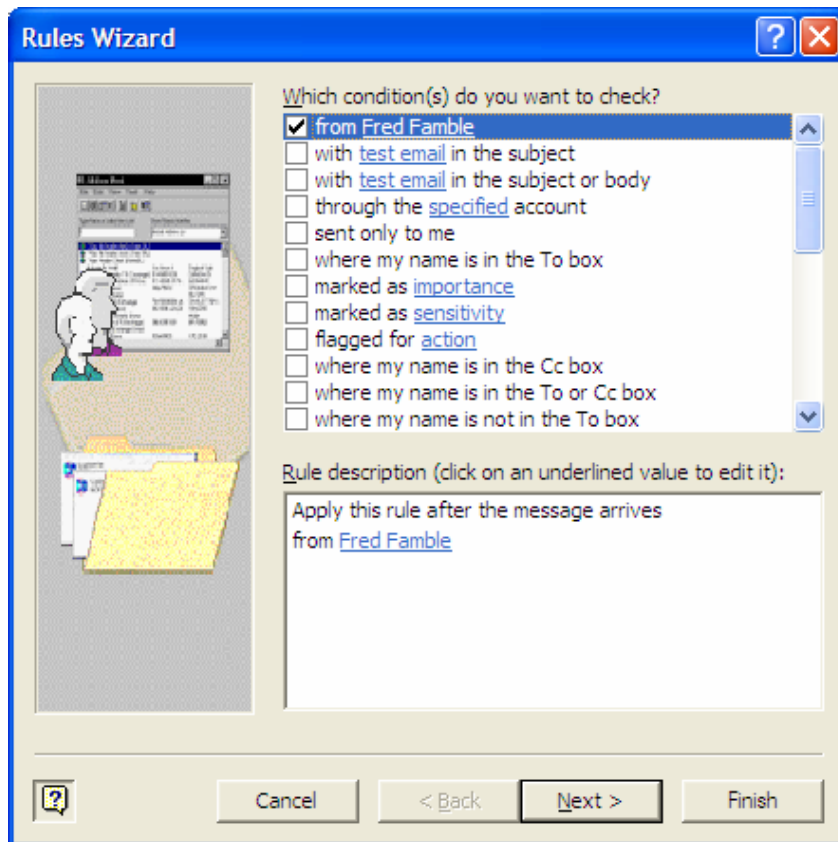
Create Rules in Outlook XP

Choose the email you wish to filter.

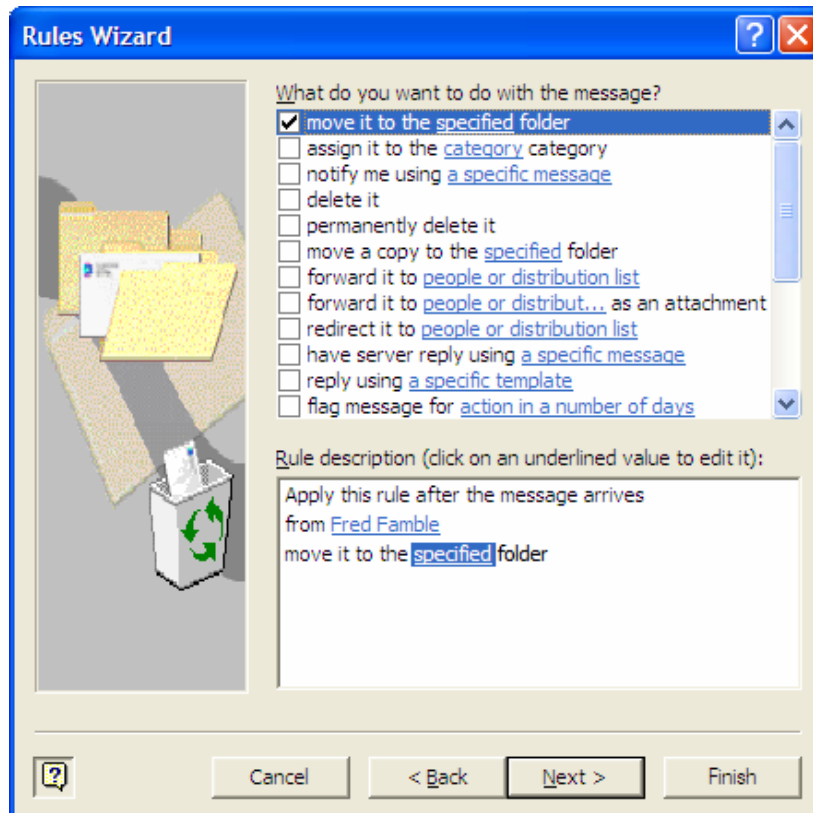
Right click on the email and choose Create Rule



In the area marked “Which condition(s)...” you can choose what you want to filter for, i.e. Huntington bank, Washington Mutual, etc. For this example lets choose “From Fred Famble”

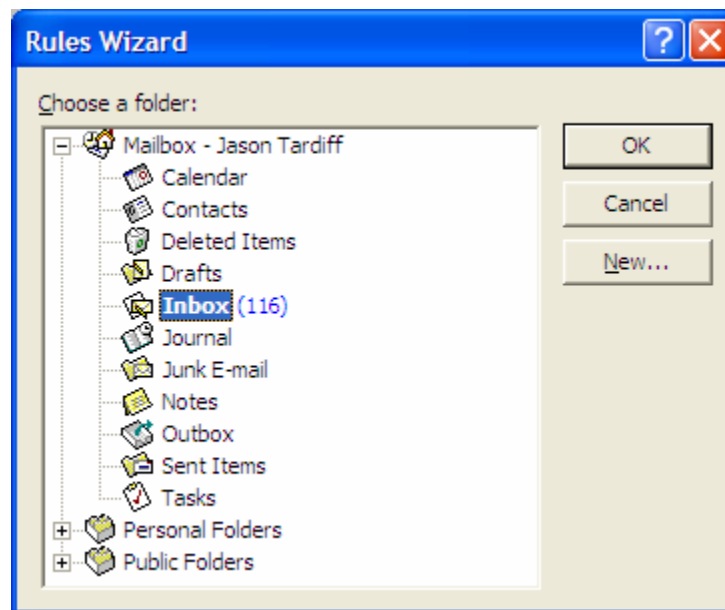


Click Next



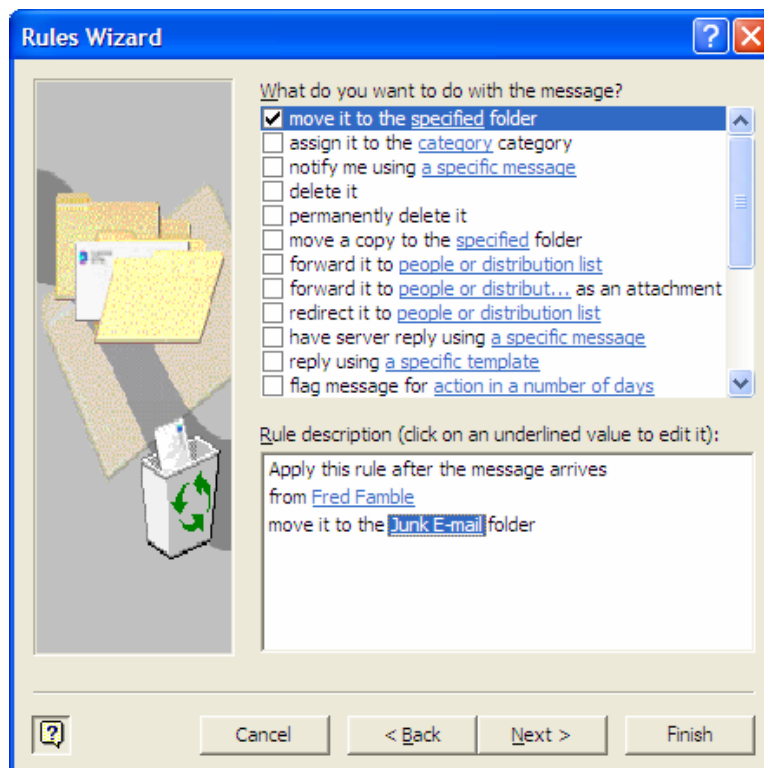
Now in the area “What do you want to do with the message?” click on “move it to the specified folder”

In the field “Rule Description” left click on the “[specified](#)” link

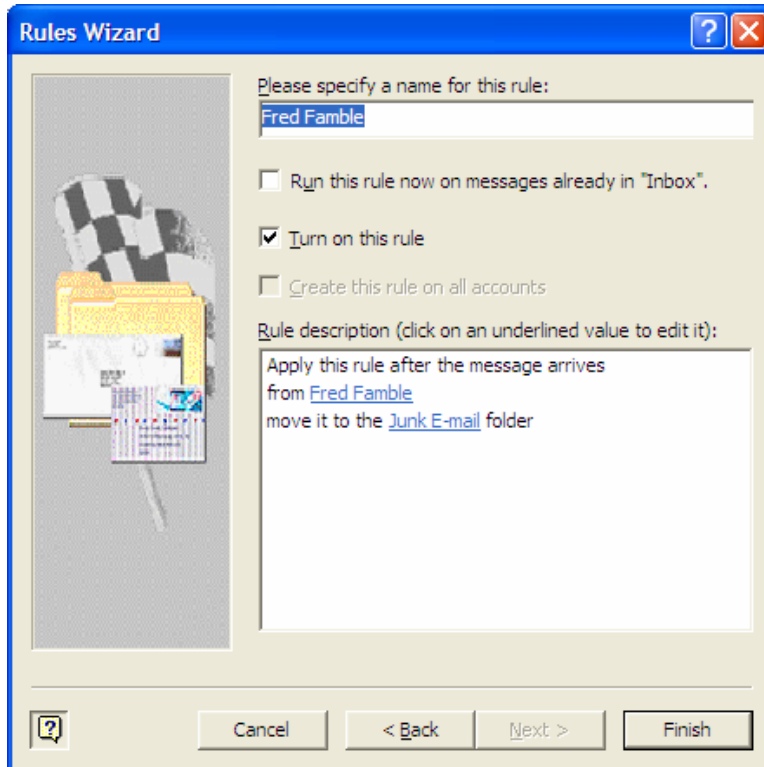


In this window you can choose the folder to have the message moved to automatically. If it is a message you don't want, have it moved to “Deleted Items” or “Junk E-mail”

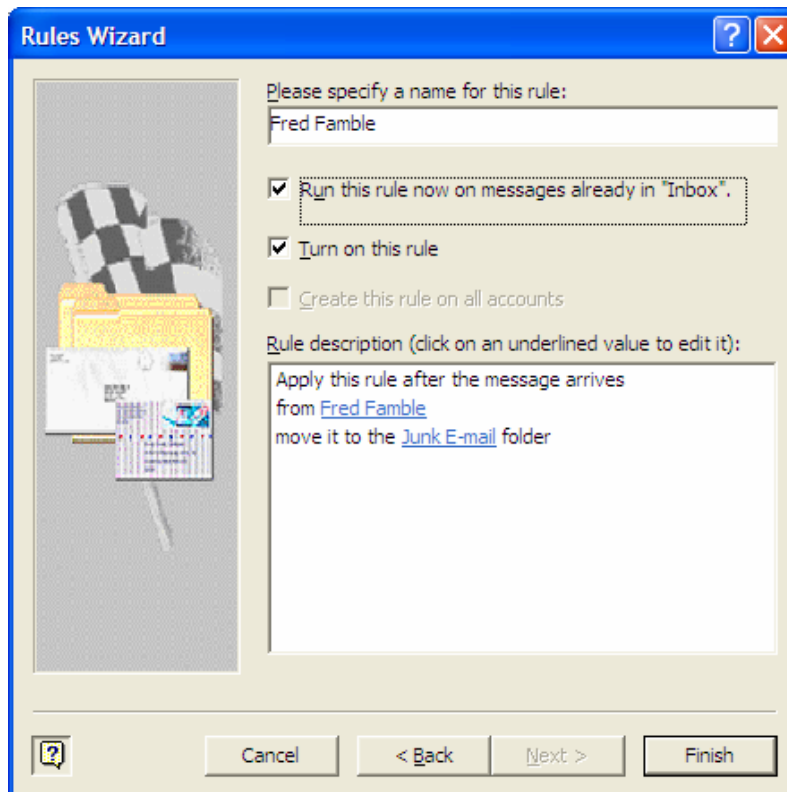
Click OK



Click Next



Place a check mark in the “Run this rule now on message already in “Inbox””



Click Finish

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.