Instructions to Filter Unwanted E-mail

Double click your Microsoft Outlook Icon

Click the Tools menu.
Select the Rules Wizard
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
Click Next

Click Finish
Click Ok

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