

Filtering Junk & Adult Email in Outlook

Introduction

It is the policy of Information Services to let individuals and departments to determine their own criteria for filtering junk and adult content mail. Information Services doesn't do any junk content filtering at the server-level. It is up to each department or individual to determine and implement any junk filtering schemes for their mailboxes. Outlook provides a few methods that you can use to reduce or eliminate the amount of Junk mail in your Mailbox.

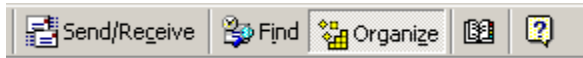
This document is organized into the following sections:

- I. Using Outlook's built-in Junk message and Adult Content filtering options.
 - a. Content Filtering
 - b. Junk Senders
- II. Creating Custom Rules to deal with junk mail

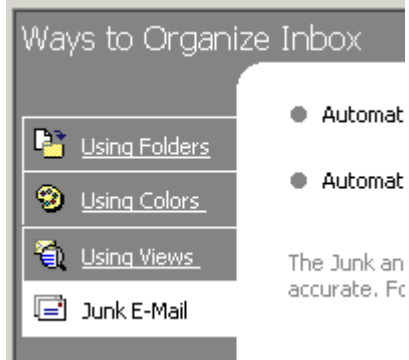
I . Using Outlook's built-in junk and adult mail filtering options.

If you feel that you are receiving enough junk email to warrant turning on junk email filtering, then there are a couple methods that you can use to filter out junk email in Outlook.

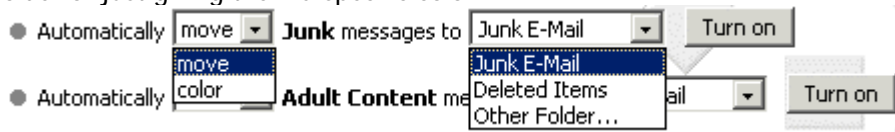
Step 1) Click on Inbox, then click the **Organize** button:



Step 2) Click the **Junk-Email** button:



Step 3) You have options of either moving **Junk & Adult Content** messages to a specified folder or just giving them a specific color:

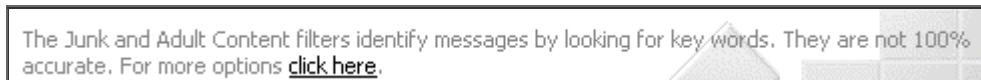


Step 4) After you have selected the options that you want, click the button(s) that says **Turn On**. **This will apply the settings you have chosen**. Mail that meets Junk-Email or Adult Content filtering criteria will now either be moved to the folder you specified or given the color you specified.

- a. If you opted to move Junk Email to the Junk Email folder when you click **Turn on**, Outlook will ask you where you want your Junk Mail folder to be.
- b. Outlook will not perform any action on your junk mail until you click the **Turn On** button.

Step 5) If you keep receiving Junk Email from a *specific email address*, you can add those addresses to your **Junk Senders list**. The easiest way to do this is to right-click on the offending message in your **Inbox** and select **Junk E-mail > Add to Junk Senders list or Add to Adult Content Senders list**.

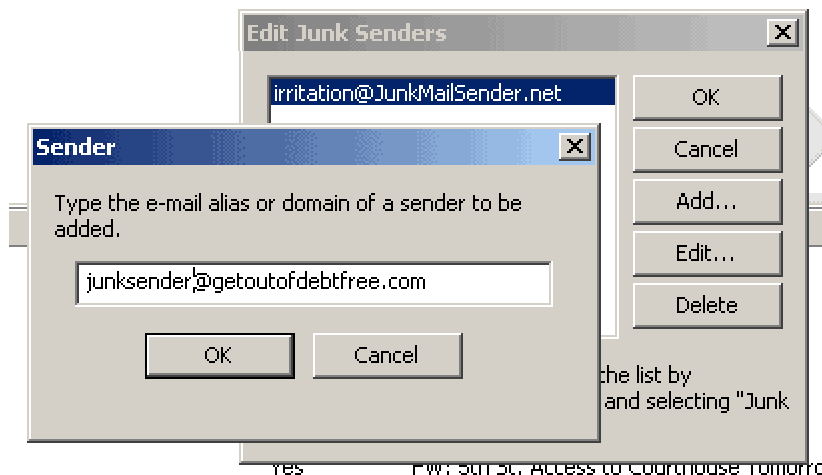
Another way to add addresses to your Junk Senders list is found on the **Junk-Email** tab of **Organize**. You will notice a message at the bottom of the Junk Email page:



After you click where it says "click here", Outlook displays a box that gives you the option of editing your **Junk Sender** and **Adult Content Senders** lists.

Click the **Edit Junk Senders** link and a box pops up that allows you to Add, Edit or Delete entries in your Junk Senders lists. The same option is available for Adult Content Senders.

Be sure to type the full email address of any person that you want to add to these lists.



How does Outlook determine what is junk mail?

Outlook uses a file called FILTERS.TXT that Outlook reads to determine the conditions to check for while filtering junk mail. You can edit this text file to change the criteria that Outlook uses to determine what is Junk Mail.

Go to **Start > Search > For Files or Folders** and type **filters.txt** in the text box. Click **Search Now**, to search for the file. After a minute or so you should see it appear in the right pane. Click it to open it. You can see the file appears in **Notepad** like the following:

MICROSOFT JUNK E-MAIL FILTER README

The Junk and Adult Content filters work by looking for key words. This file is a description of exactly which words the filter looks for and where the filter looks for them.

Junk E-mail Filter:

From is blank

Subject contains "advertisement"

Body contains "money back "

Body contains "cards accepted"

Body contains "extra income"

Subject contains "!" AND Subject contains "\$"

Subject contains "!" AND Subject contains "free"

Body contains ",000" AND Body contains "!!" AND Body contains "\$"

Body contains "for free?"

Body contains "for free!"

Body contains "Guarantee" AND (Body contains "satisfaction" OR Body contains "absolute")

Body contains "more info " AND Body contains "visit " AND Body contains "\$"

Body contains "SPECIAL PROMOTION"

Body contains "one-time mail"

:: file continued...

If you look at how this file is formatted, it is quite simple to understand how to add lines to or edit existing ones to instruct Outlook how to filter your Junk Mail.

For example, let's say you wanted to filter out all mail that had the words "dirty rat" in the Subject line. All you would do is add the following on its own line:

```
Subject contains "dirty rat"
```

Just make sure that the words or phrases you want Outlook to check for are enclosed in double-quotes.

You can also use the Boolean operators **AND** & **OR** to create more complex filters.

II. Creating custom rules to deal with Junk Mail

If you find that the built-in mechanisms that Outlook contains for dealing with Junk e-mail are insufficient, you can use the Rules Wizard in Outlook to create your own custom rules to deal with Junk Mail.

The **Rules Wizard** is found under the **Tools** menu.

Step 1) Click on the **New** button in the **Rules Wizard** dialog to create a new rule.

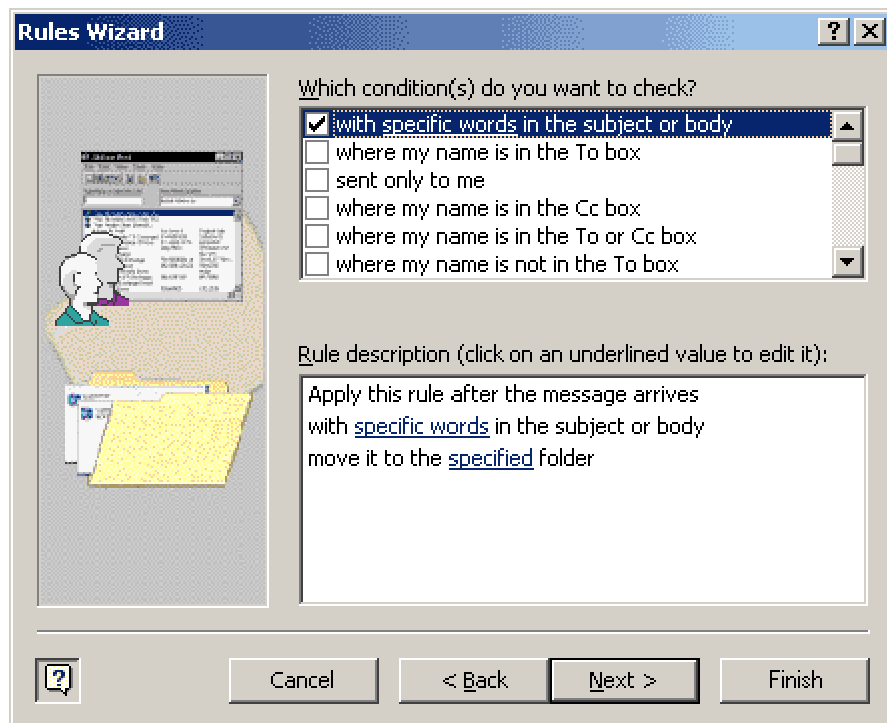
Step 2) Choose which type of rule you want to create. For filtering out junk e-mail you probably will want to select either:

- a. Check Messages when they Arrive
- b. Move messages based on content

Depending on the type of rule you selected, the available choices will be different in the lower panel.

Step 3)

Click **Next**. Specify the condition(s) that Outlook should check for. If a word is underlined and colored (looks like a web link), click on it to define the criteria for Outlook to check or what Outlook should do with it.



Step 4) When you are done, click Finish.

Note:

If you looked at the type of rules and options that the Outlook Rules Wizard contains, you can see that you can set up all sorts of rules to automate many tasks such as organizing and categorizing messages that you normally have to do manually. If you receive a high volume of mail, I suggest that you spend some time to familiarize yourself with the types of rules you can set up and think about how they could be used to make your life easier.