



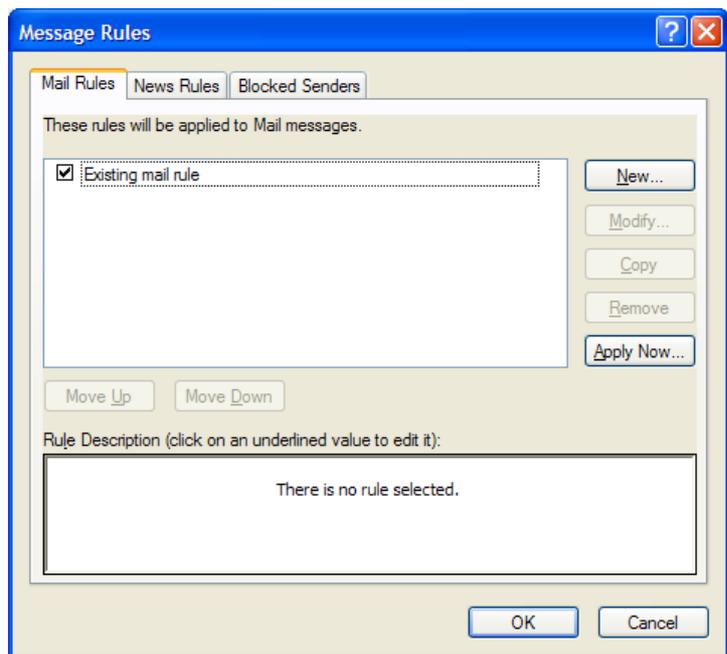
Managing **SPAVAS** spam and virus notifications in Microsoft Outlook Express by creating a message rule to move them into a junk e-mail folder.

The instructions and screenshots apply to Microsoft Outlook Express version 6; the process for version 5 version is very similar. There is a separate document for Microsoft Outlook.

To create the new message rule, click on the **Tools** menu, select the **Message Rules** item and then click on **Mail** in the sub-menu.

If you have existing message rules, the **Message Rules** dialog shown on the right will be displayed - click the **New** button to display the **New Mail Rule** dialog.

If you do not have existing mail rules, the **New Mail Rule** dialog (below right) is displayed automatically.



In the 1. **Select the Conditions for your rule** section, tick the **Where the Subject line contains specific words** condition (right).

In the 2. **Select the Actions for your rule** section, tick the **Move it to the specified folder** action (right).

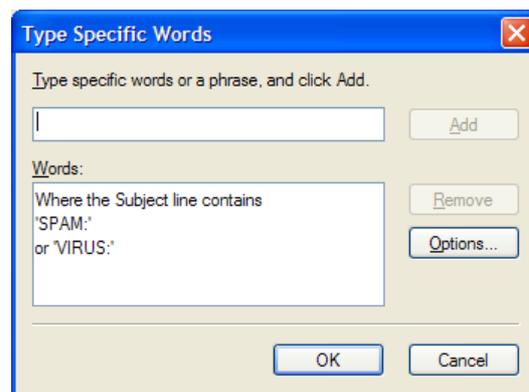
Enter "Move spam and virus notifications into the Junk E-mail folder" in the 4. **Name of the rule** section.

In the 3. **Rule Description** section, click on the underlined **contains specific words** to display the dialog box shown below:



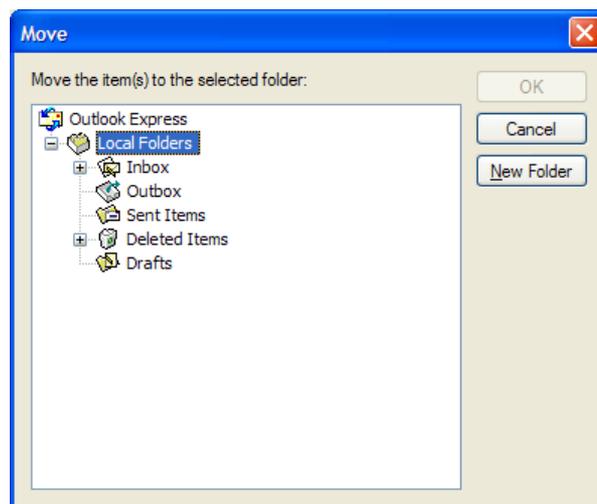
Enter "SPAM:" and press the **Add** button. Enter "VIRUS:" and press the **Add** button once again. It important that you include the colon (":") as shown so that the message rule does not match just any occurrence of the words spam or virus in the subject line.

Click the **OK** button to return to the **New Mail Rule** dialog (previous page)

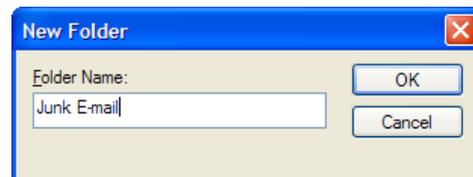


In the 3. **Rule Description** section of the **New Mail Rule** dialog, click on the underlined **specified** to display the **Move** dialog box (right):

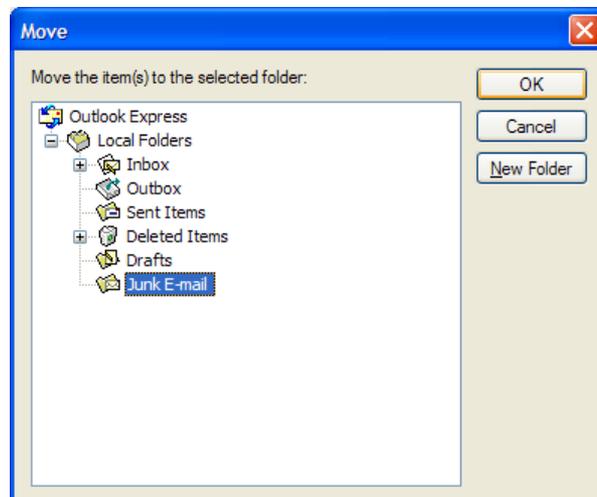
If you do not already have a suitable folder to store spam and virus notifications in, select **Local Folders** (shown right) and click on the **New Folder** button to create one.



Enter "Junk E-Mail" and click the **OK** button to create the new folder.

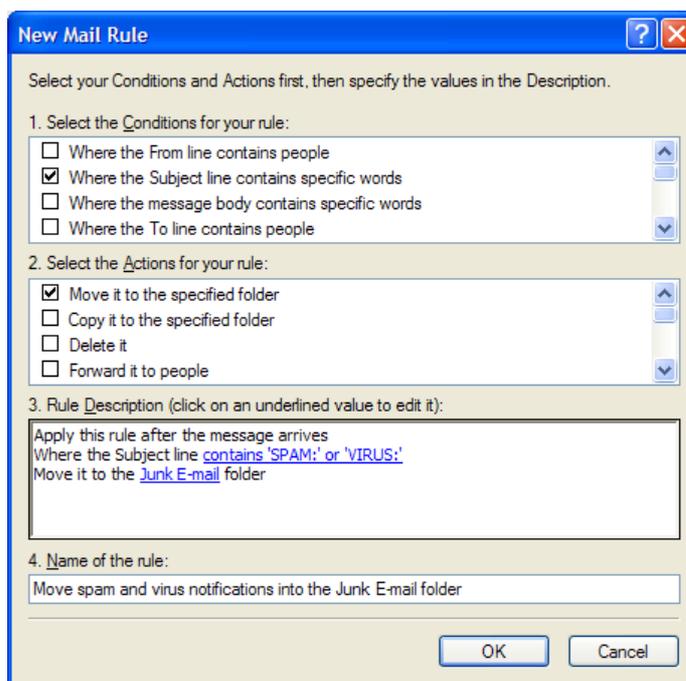


Select the **Junk E-mail** (or appropriate) folder and press the **OK** button.



The completed **New Mail Rule** dialog shown below will be displayed (right)

Click **OK** to finish the creation of the message rule resulting in the dialog below:

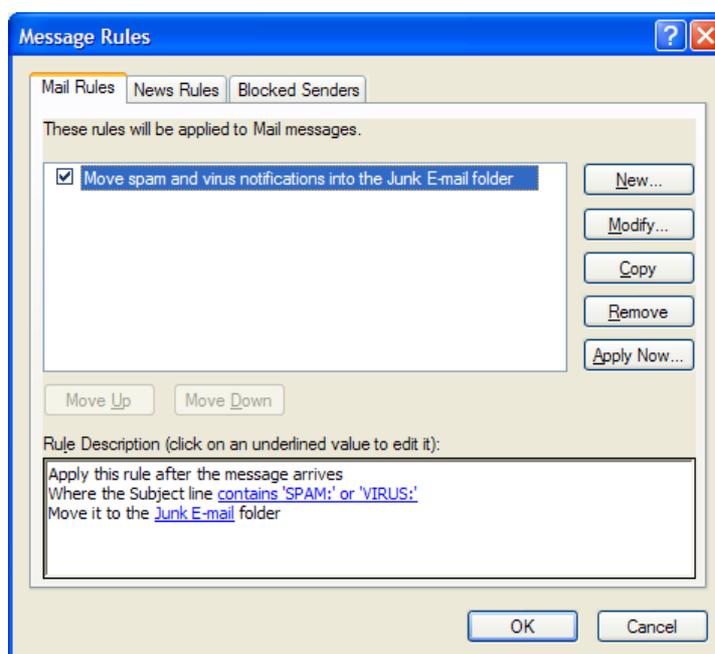


The message rule which you have just created will automatically move spam and virus notifications into the Junk E-mail folder upon arrival.

Press the **OK** button to close the **Message Rules** dialog box, completing the task.

If you already have spam and virus notifications in your Inbox, then you may wish to click the **Apply Now** button which will move them to the Junk E-mail folder.

This will open the **Apply Mail Rules Now** dialog (not shown). You should then select the **Move spam and virus notifications into the Junk E-mail folder** mail rule and the folders to which it should be applied, before clicking the **Apply Now** and then **Close** buttons.



It is important that you check the Junk E-mail folder regularly for notifications about messages which may have been mis-classified as spam because these messages can be only retrieved from the quarantine area for 14 days.