



# AntiVirus & AntiSpam

filtered email from SecurityPost.



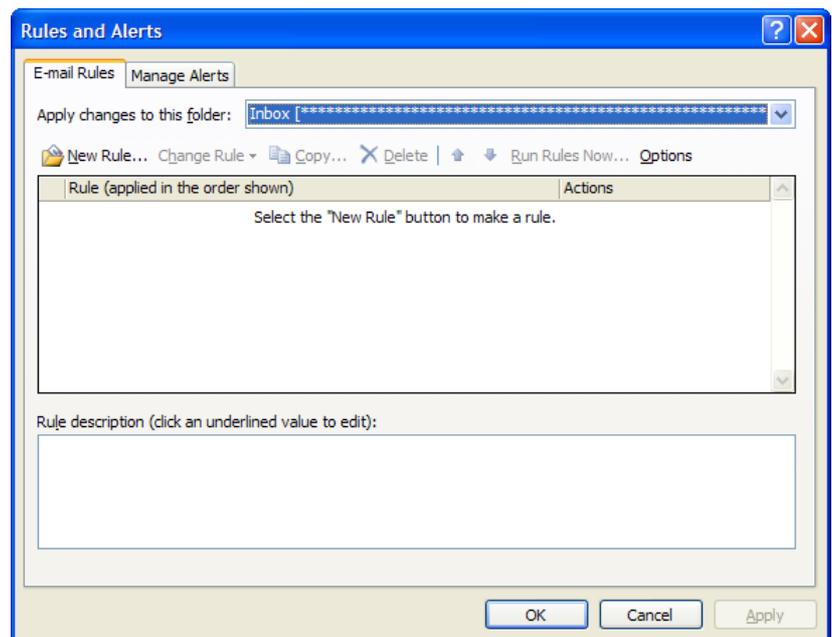
## Managing **SPAVAS** spam and virus notifications in Microsoft Outlook by creating an e-mail rule to move them into a junk e-mail folder.

The instructions and screenshots apply to Microsoft Outlook 2003; the processes for versions 2002 and 2000 are very similar. There is a separate document for Microsoft Outlook Express.

To create the new e-mail rule, click on the **Tools** menu and select the **Rules and Alerts...** item to show the **Rules and Alerts** dialog (right).

If you have existing e-mail rules, they will be listed in this dialog.

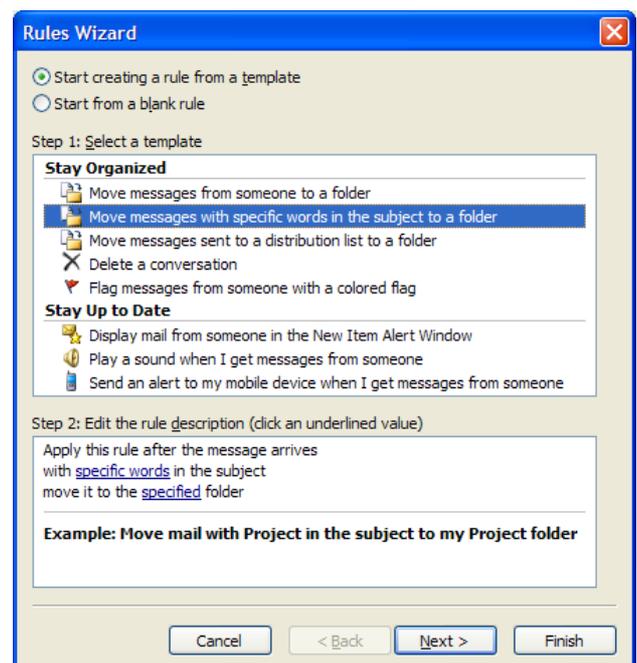
Click the **New Rule...** button to display the **Rules Wizard** dialog (below right).



Select the *Start creating a rule from a template* radio button

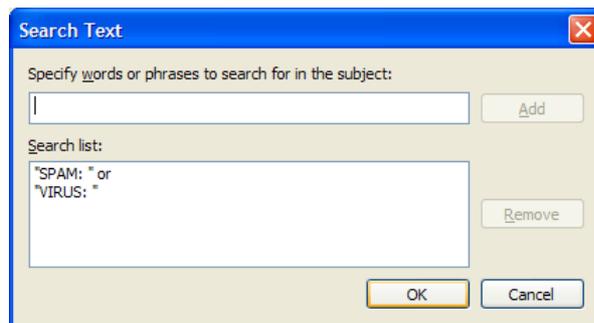
In the **Step 1: Select a template** section, select the *Move message with specific words in the subject to a folder* to highlight it (right).

In the **Step 2: Edit the rule description** section, click on the underlined **specific words** to display the **Search Text** dialog box shown below.

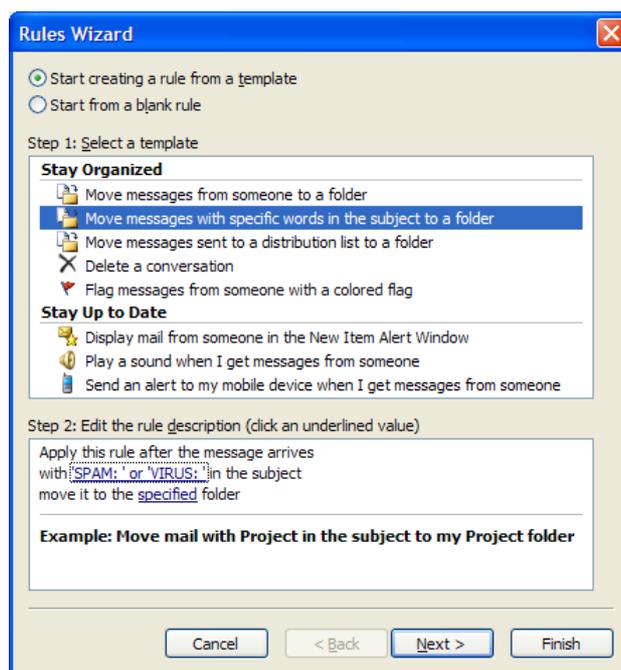


Enter "SPAM: " and press the **Add** button. Enter "VIRUS: " and press the **Add** button once again. It important that you include the colon and space (": ") as shown so that the message rule does not match just any occurrence of the words spam or virus in the subject line.

Click the **OK** button to return to the **Rules Wizard** dialog (below right).

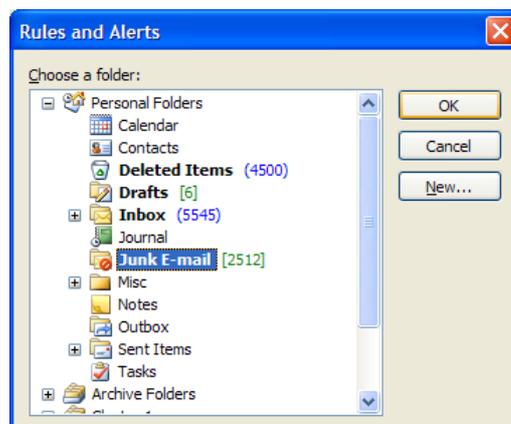


In the **Step 2: Edit the rule description** section, click on the underlined **specified** word to display the **Rules and Alerts: Choose a folder** dialog box shown below.



Select the "Junk E-Mail" folder to highlight it and click the **OK** button.

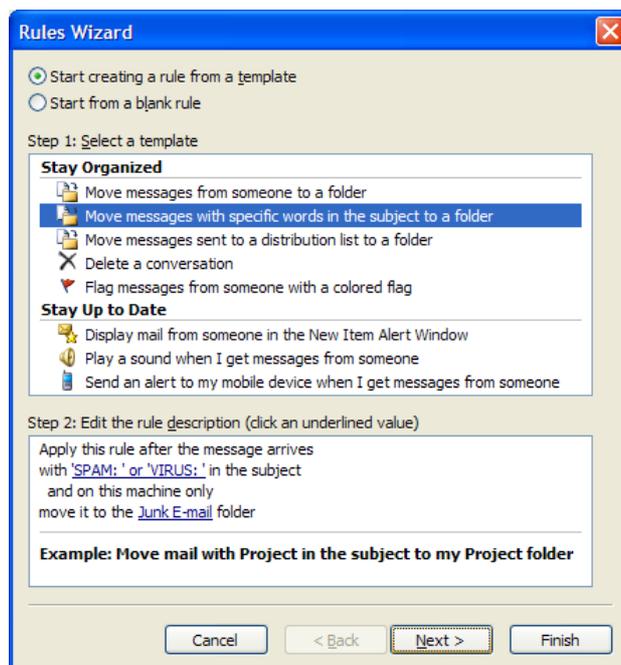
If you do not already have a suitable Junk E-mail folder in which to store spam and virus notifications, click on the **New...** button (shown right) and follow the instructions to create one.



After clicking the **OK** button in the **Rules and Alerts: Choose a folder** dialog box, the **Rules Wizard** will be revealed again.

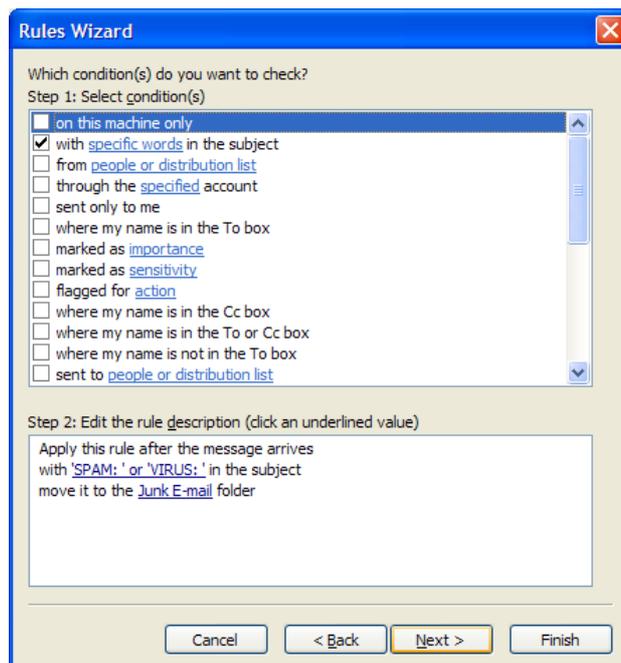
Each of the values should be as displayed.

Click on the **Next >** button to continue.



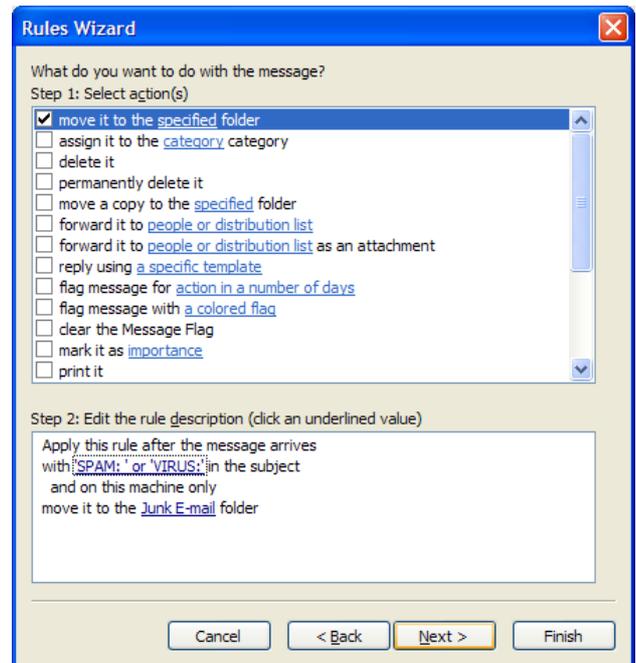
In the **Step 1: Select condition(s)** section, un-tick the *on this machine only* condition (right).

Click on the **Next >** button to continue.



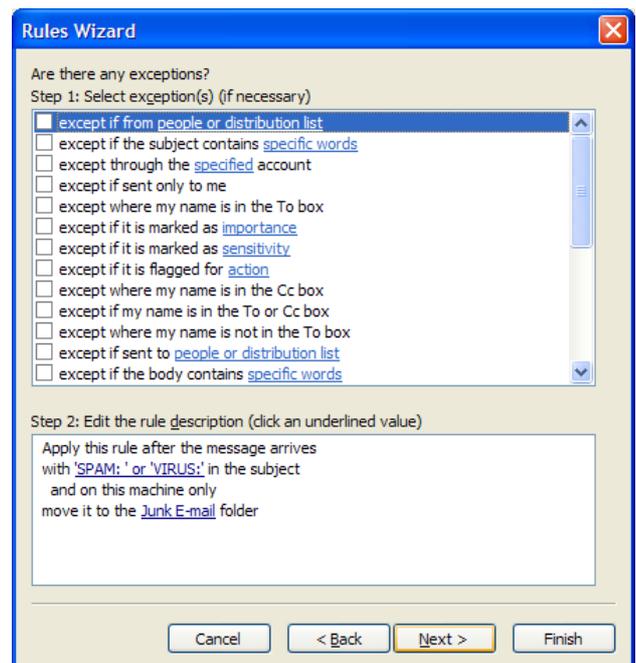
The Rules Wizard dialog, as shown on the right, will be displayed. It is not necessary to change anything on this page.

Click on the **Next >** button to continue.



It is not necessary to specify any exceptions.

Click on the **Next >** button to continue.

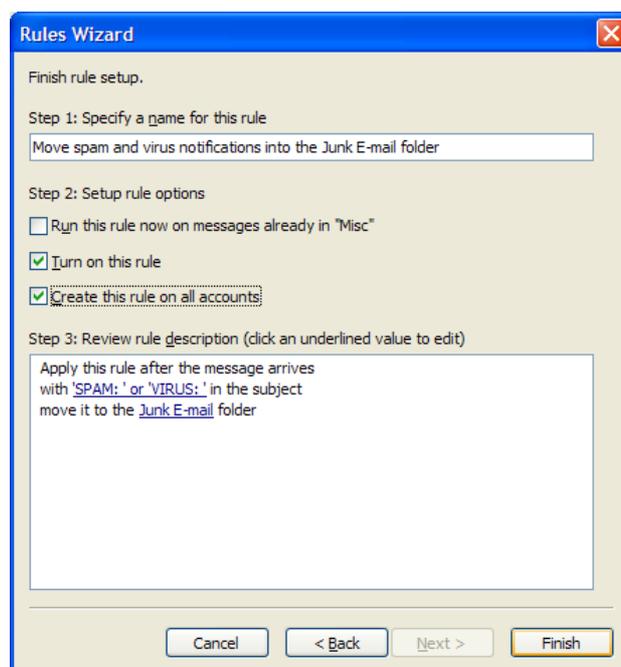


In the **Step1. Specify a name for this rule section**, enter “**Move spam and virus notifications into the Junk E-mail folder**”.

In the **Step2: Setup rule options**, it is recommended that you tick the *Create this rule on all accounts* tick box.

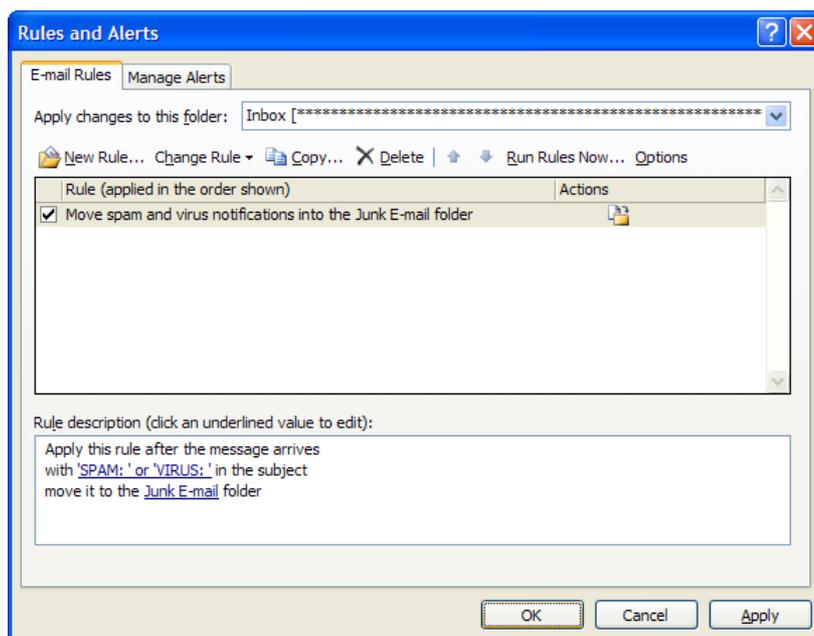
The *Turn on this rule* option should be left ticked.

Click **Finish** to complete the creation of the message rule returning to 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.

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



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

You must click the **OK** button to close the **Rules and Alerts** dialog and activate the rule.

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.

## Alternative method - import the e-mail rule from a file

(Applicable to Microsoft Outlook 2002(XP), 2003 and 2007 users only; users of other versions should create the e-mail rule manually using the instructions above as a guide).

There is an alternative way of setting up an email rule in Microsoft Outlook to move spam and virus notifications into a specific mailbox. This involves downloading a Microsoft Outlook rule file and then importing it. This method may be quicker for creating a message rule on a number of computers. The rule file can also be used to create the email rule for Microsoft Windows Server and Microsoft Exchange Server users using group policy.

Download the rule file from:

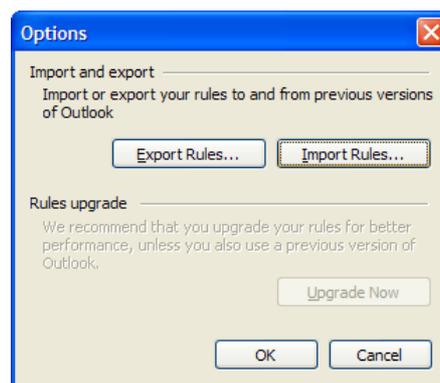
<https://admin.spavas.net/SPAVAS-Outlook2003-Email-rule.rwz> (Outlook 2003/7)

<https://admin.spavas.net/SPAVAS-Outlook2002-Email-rule.rwz> (Outlook 2002(XP))

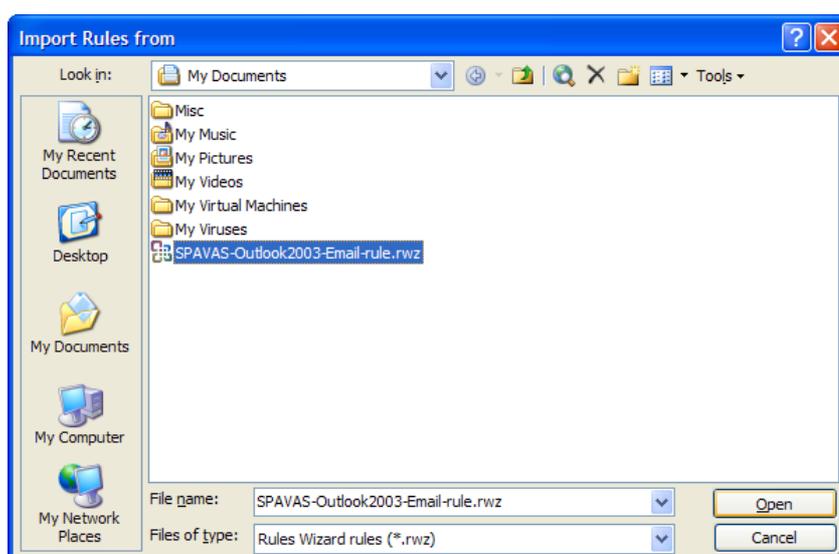
and save in the **My Documents** or other suitable folder.

Follow the first step described above to display the **Rules and Alerts** dialog (see above).

Click on the **Options** button to display the **Options** dialog (right)



Click on the **Import Rules** button to display the **Import Rule from** dialog (below right)



Open the appropriate folder and select the rule file which you have just downloaded and then press the **Open** button.

The **Options** dialog will be revealed again. Click **OK** to return to the **Rules and Alerts** dialog. You should see the **Move spam and virus notifications into the Junk E-mail folder** rule in the list. Click the **OK** button to complete the import.