

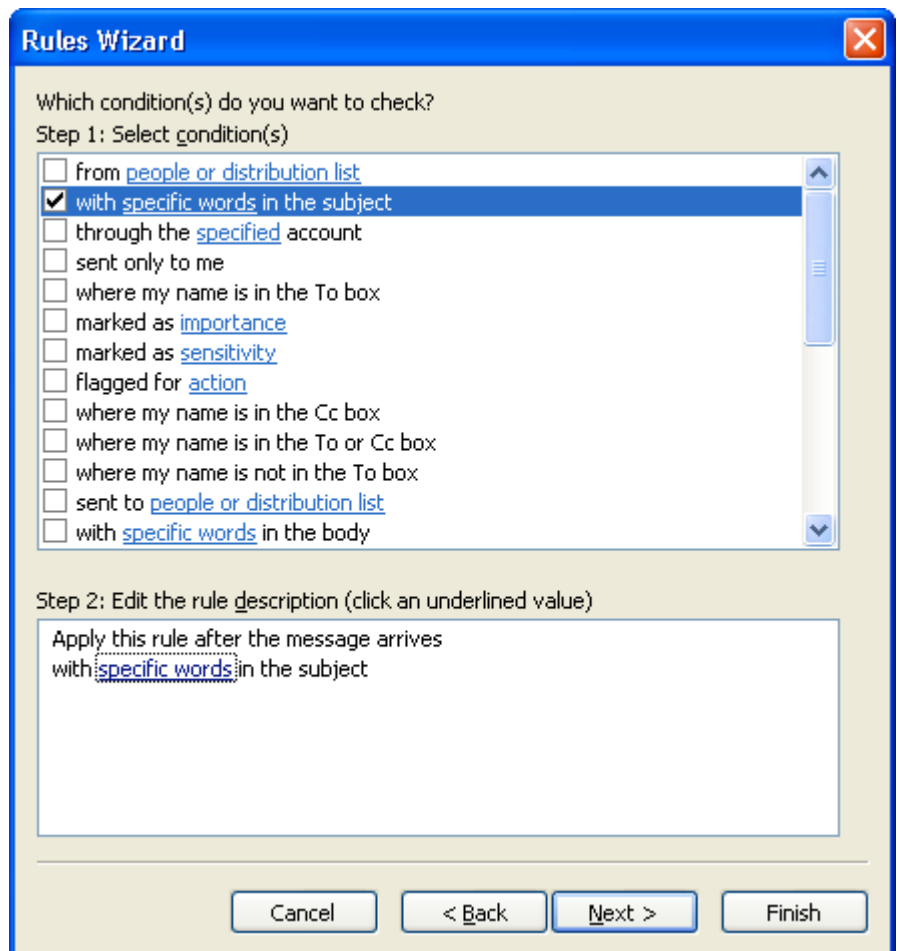
## Setting up a Subject Filter on your Inbox Microsoft Outlook XP & 2003

1. While viewing your Inbox in Outlook left click the Tools menu from the top of the Outlook window.
2. Locate the following:
  - a. Outlook XP users: Left click on the Rules Wizard
  - b. Outlook 2003 users: Left click on Rules and Alerts
3. Left click the New or New Rule button in the Rules Window.
4. In this window select the following options and then click next:
  - a. Start from a blank rule
  - b. Check messages when they arrive
5. In this next window select the following “with [specific words](#) in the subject.”

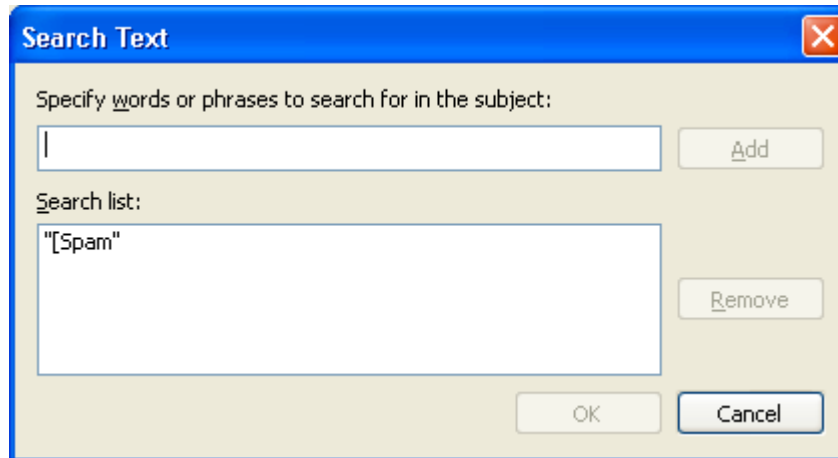
6. At the bottom of the window there is a section entitled Rule Description. This description should now read:

Apply this rule after the message arrives with [specific words](#) in the subject

Left click “specific words” so that the search text box appears.



7. Add a specific word, words, or short phrases that you would like the filter to search for in the subject lines of your emails and then left click the Add button to put each item on the search list. Common search terms are:
  - a. [Spam
  - b. [PMX
  - c. Bank



Once you have created your list of search terms, click OK on the Search Text and then click Next on the Rules Wizard window.

8. On this next step you will select where you want the mail to go. Select the appropriate item(s) off the list for where you would like your mail to go. Once you have made your selection(s) click Next.
  - a. For spam and junk mail filters you may want to select for outlook to delete it. It is not suggested that you select for the mail to be permanently deleted as some mail marked as spam may not actually be spam.
  - b. If you would like the mail to be moved to a specified folder select that option from the list. After you have made that selection it is added to the Rule description box on the bottom of the window. Left click the word [specified](#) to select which folder you would like the mail to be moved.

9. This final step will allow you to create any exceptions to the filtering rule. Select the appropriate item(s) off the list for any exceptions you would like the rule to follow. Once you have made your selection(s) click Next.
  - a. If you want to ensure mail from a specific person is still delivered to your inbox select the option “except if from people or distribution list.” After you have made that selection it is added to the Rule description box on the bottom of the window. Left click the phrase [except if from people or distribution list](#) and select the exception(s) from the address book.
  - b. If you want to make an exception for certain words that might be in the subject, then select the option “except if the subject contains [specific words](#).” After you have made that selection it is added to the Rule description box on the bottom of the window. Left click specific words so that you can add terms to the exception list. Once you have added your exceptions click OK.
10. On this confirmation window you can create a name for the rule, select to run the rule now, and to make sure the rule is turned on. Read the rule in the Rule description box to check for accuracy and to make sure it will work correctly. Left click finish to have the rule created.