

Removing Junk Mail from Your Outlook Inbox

Important: these instructions do not apply to LancerMail/web-based Outlook!

You can use Outlook's rules wizard to remove junk email from your inbox. A rule is a definition that automatically searches incoming email messages and moves items that match the chosen conditions. Once a rule has been set up to search for and move items that meet the chosen conditions, it will move every item that meets the condition.

While a rule will move junk mail items, it may also move acceptable messages that you wish to receive. For example, if you chose to move every email with the word credit in the subject line because you receive many credit card offers, the rule also will move an email from a student with the subject line: Extra Credit Assignment. You should review the items in your Junk Mail folder regularly, moving acceptable messages back to your Inbox and deleting unwanted messages.

Once you have set up the rule, you may find that there are words you wish to add or remove from the rule. Rule development is an ongoing process. The instructions below cover how to set up a rule for moving junk email to a specific folder, how to check the messages in this folder, how to move an acceptable message back to your inbox, how to delete unwanted messages from the folder and how to make changes to the rule.

Creating Junk Mail Rule

1. While in the **Inbox view**: click *Outlook Today* under the '**Folder List**'.
2. Click **File > New > Folder**. You will see the **New Folder** pop-up window.
3. Under '**Name**', type "*Junk Mail*" for the folder name and click **OK**.
4. Click **Tools > Rules Wizard**. You will see the **Rules Wizard** pop-up window.
5. Click **New**. You will see a second pop-up window.
6. Click **Next**.
7. Under '**Which condition(s) do you want to check?:**' Uncheck any selected boxes and check *with specific words in the subject*.
8. Under '**Rule Description**' click *specific words*. You will see the **Search Text** pop-up window.
9. Under '**Specify words or phrases to search for in the subject:**' enter a word that would be found in a junk email subject. Click **Add**.
10. Repeat the above step until all words you wish to search for have been entered. This search is case specific. To eliminate all emails containing a word, it should be entered three times; once in all lower case letters, once in all capital letters and once with only the first letter capitalized.
11. When all search words have been added click **OK**.
12. Under '**Rule Description**': click *specified folder*. You will see a second pop-up window.
13. Under '**Choose a folder**': click *Junk Mail* and click **OK**.
14. Click **Next**.

15. Click *Next*.
16. Click *Next*.
17. Under '**Please specify a name for this rule:**', the name should be highlighted, hit the **delete** key. Type "*Junk Mail*".
18. Click *Finish*.
19. Click *OK*.

Maintaining Junk Mail Folder

1. To check the messages in the folder:
 - Click *Junk Mail* under the 'Folder List'.
2. To move an acceptable message back to the **Inbox**:
 - Click on the message in the **Junk Mail** folder. This will highlight the message. Click *Edit > Copy*.
 - Click *Inbox* under the 'Folder List'.
 - Click *Edit > Paste*.
1. To delete unwanted messages from the **Junk Mail** folder:
 - Click *Junk Mail* under the 'Folder List'.
 - Click *Edit > Select All*. This will highlight all items in the **Junk Mail** folder.
 - Click *Edit > Delete*.

Updating Rules

1. Click *Tools>Rules Wizard*. You will see the **Rules Wizard** pop-up window.
2. Under '**Apply rules in the following order:**', click *Junk Mail*.
3. Click the **Modify...** button on the right side of the window.
4. Under '**Rule Description**' click *the words you have already entered*. You will see the **Search Text** pop-up window.
5. Under '**Specify words or phrases to search for in the subject:**' enter a word that would be found in a junk email subject. Click *Add*.
6. Repeat the above step until all words you wish to add have been entered.
7. Click *OK*.
8. Click *Finish*.
9. Click *OK*.