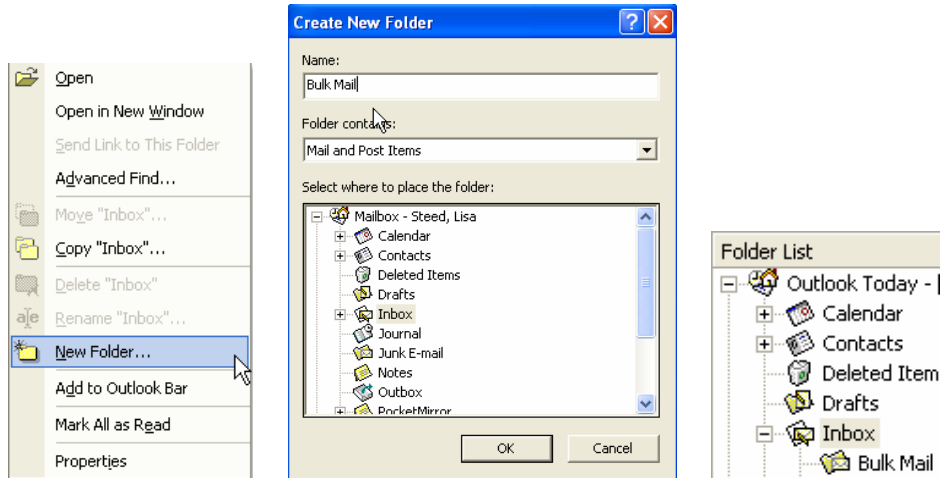
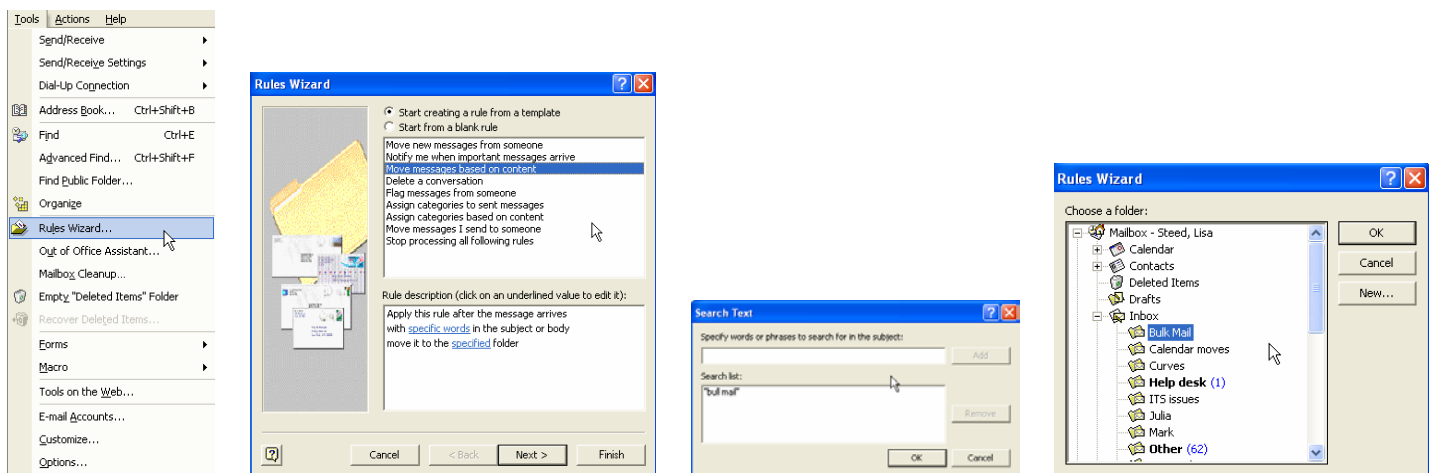


## Creating Outlook Rules to Organize Spam Tagged as “Bulk Mail”

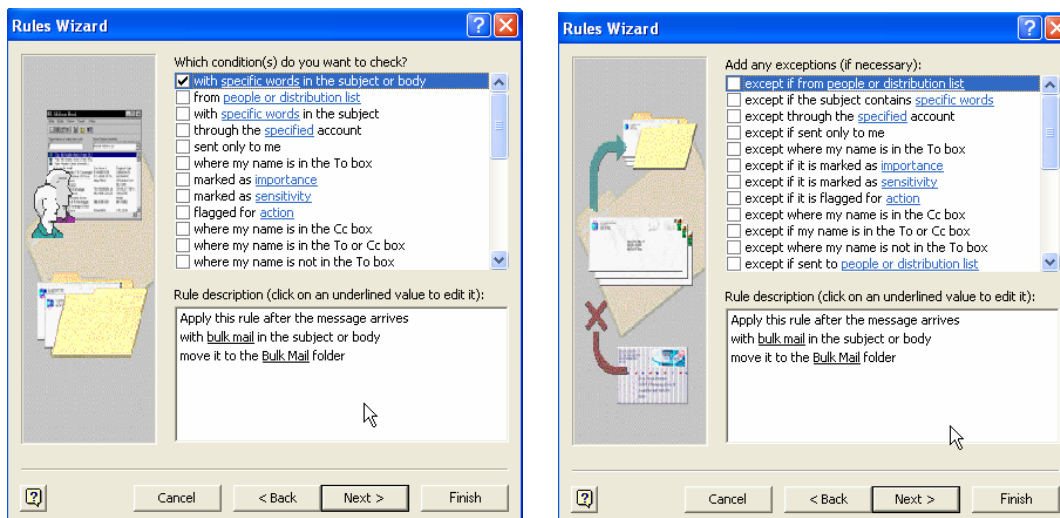
1. To help “group” all of your spam tagged as “bulk mail” you might want to create a folder called Bulk Mail. To create a new folder simply right click on the Inbox and choose New Folder. Enter Bulk Mail or any other desired name for the folder. Click OK. The newly created folder now appears in your folder list.



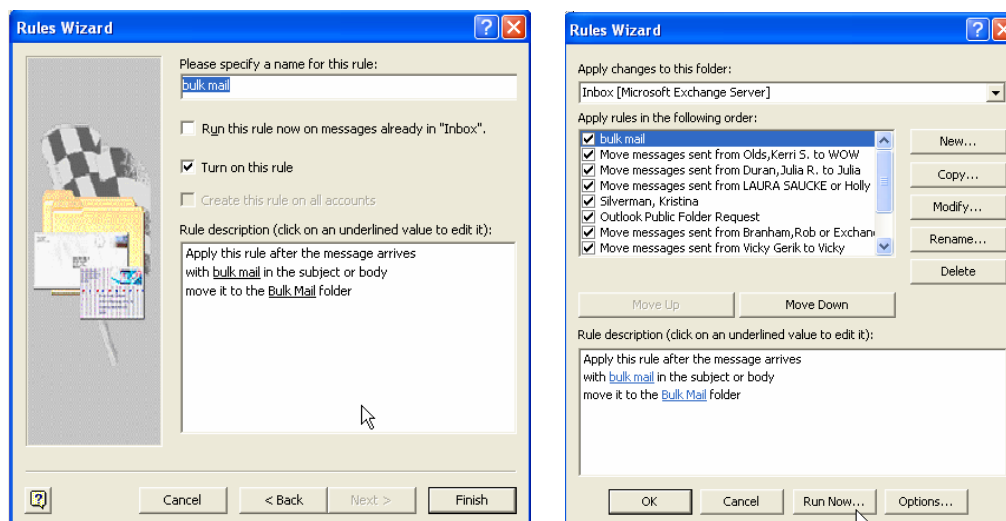
2. Now that you have created a specific folder for your incoming bulk mail you can now create an Outlook rule to have all mail that is tagged as “bulk mail” deliver straight to this folder. Email tagged as bulk mail will bypass your Inbox. Select the Tools menu and choose Rules Wizard. The default option of “Start creating a rule from a template” is chosen for you. Select the third option, “Move messages based on content.” This option will deliver tagged spam to your bulk mail folder. Click on the “specific words” link in the bottom window. Here you will enter the words “bulk mail.” Click the Add button and then click OK. Next, click on the “specified” folder link and choose your bulk mail folder. Click OK.



3. Now you will have many choices for exceptions. If none are desired continue by clicking Next.



4. Name the rule and then click the Finish button. All rules are now visible in the the window. You may choose the “Run Now” button once you have complete the rules wizard setup. If the rule is successfully setup then you should see all emails that were tagged as “bulk mail” move into the Bulk Mail folder.



5. If you receive email that is tagged as “bulk mail,” but is not actually bulk mail please forward that email onto [spam@baylor.edu](mailto:spam@baylor.edu) so that we can make exceptions for you. If you have any further questions please contact the Help Desk x4357, Lisa Steed x4144, or Rob Branham x7622.