

How to Setup an Email Filter in Outlook Express Under POP3

The Outlook Express e-mail system allows you to create rules (filters) that set up a number of conditions that determine whether messages are to be routed to predefined folders. For example, you could set a filter that would recognize all messages coming from a certain individual (such as a professor) and route them to a special folder. Once you have created a filter, the system continues to route messages based upon its conditions until you delete or edit the filter. To create a new filter, use the following procedure:

Note: *Filters allow you to route messages to alternate folders in your e-mail account. Before you create a filter, you should create any folders to which you will route messages. Also, any rules you define will not work under the IMAP Protocol. They only work with POP3.*

1. If you have not already done so, open Outlook Express.
2. Click the Tools tab. Next click on: 'Message Rules'. You will see the following window, which allows you to set filtering options for your e-mail messages.

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives

4. Name of the rule:

New Mail Rule #1

OK Cancel

Where the From line contains people

Using this message component, you can filter all messages where the sender's e-mail address (as contained in the From field) contains a specific e-mail address. For example, you could set the system to filter all messages where the From component contains the phrase "hotmail.com." This would allow you to direct all messages from this mail application to a special folder.

Where the Subject line contains specific words

Using this message component, you can filter all messages where the Subject contains a letter, phrase, e-mail address, or other element. For example, you could set the system to filter all messages where the Subject contained the phrase Math 101. This would allow you to direct all messages related to Math 101 to a special folder.

Where the message body contains specific words

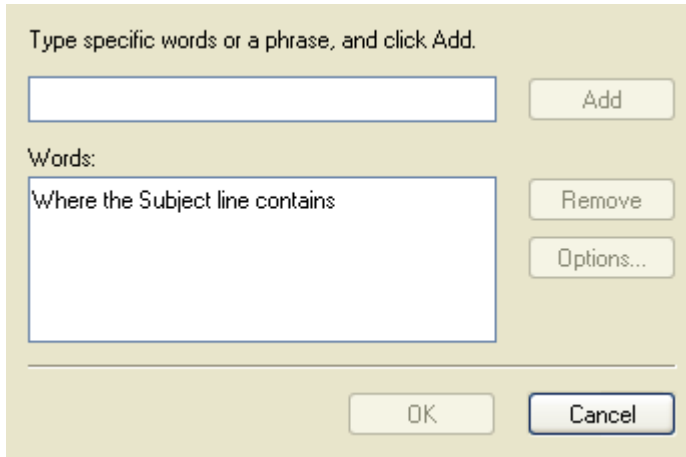
Using this message component, you can filter all messages where the body of the message contains a letter, phrase, e-mail address, or other element. For example, you could set the system to filter all messages where the body contained the phrase 'Free Mortgage Quote'.

Where the To line contains people

Using this message component, you can filter all messages where the To contains a specific e-mail address. For example, you could set the system to filter all messages where the To component contained the name Sally.

3. Click on the box in front of 'Where the Subject line contains specific words' and the box in front of 'Move it to the specified folder'.

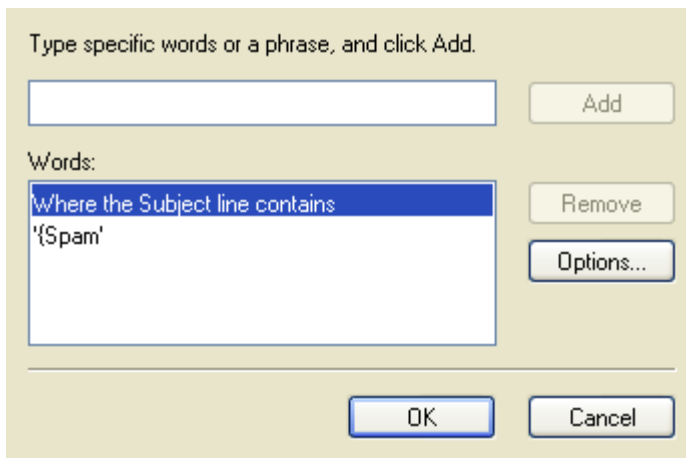
4. In the third box (Rule Description ...), click on the blue words 'contains specific words'.
5. Fill in the first field in the window displayed below with: {Spam} then click: Add. Make sure to include the squiggly bracket. Otherwise, any message that includes the word Spam in the subject would be moved and you may not want that to happen.



Type specific words or a phrase, and click Add.

Words:

6. The window should now look like the example below. Click on: OK



Type specific words or a phrase, and click Add.

Words:

7. Now you need to tell Outlook what to do with the message(s) that are filtered. In the third part of the window, click on the blue word: 'specified'.

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

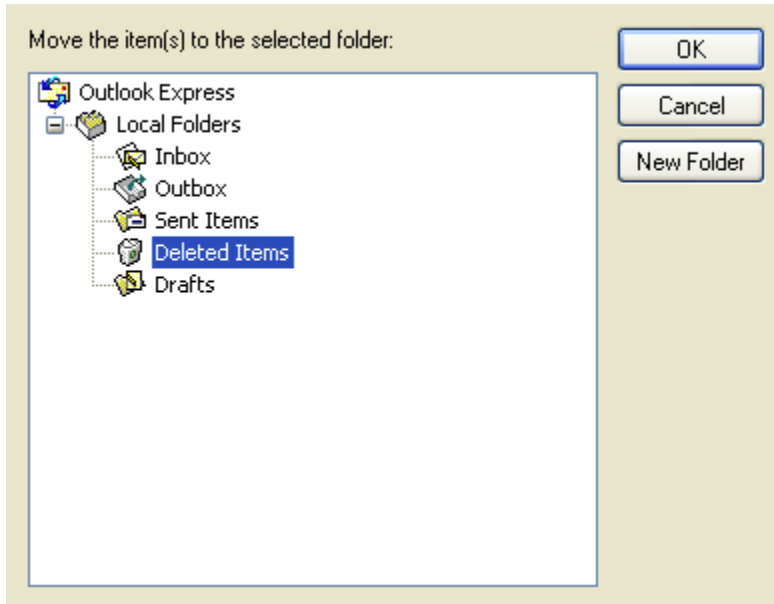
Apply this rule after the message arrives
Where the Subject line contains '{Spam}'
Move it to the specified folder

4. Name of the rule:

New Mail Rule #1

OK Cancel

8. You see a list of folders into which you can have the message moved. You may want to create a 'Spam' folder and have the filter automatically move any identified messages into that folder. Or you can choose to have the messages moved into your Deleted Items folder. If you do this, make sure you look at the messages before you empty the Deleted Items folder to make sure you aren't deleting an important message accidentally. Click on the folder of your choice and then click on OK.



9. The completed rule (filter) should look like the example below:

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives
Where the Subject line contains '{Spam}'
Move it to the Deleted Items folder

4. Name of the rule:

Filter Spam

OK Cancel

10. The last thing to do is enter a name for the rule. In the bottom box in the window, type in a name for your rule. The example has: 'Filter Spam' as the name.

11. Finally, click: OK

12. The completed rule should look like the example below. If so, click: OK

