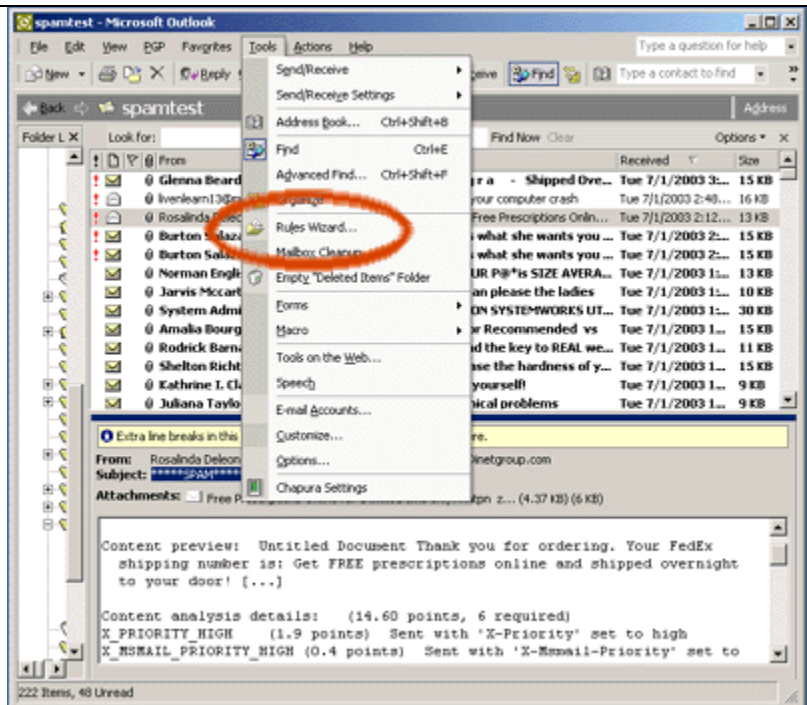


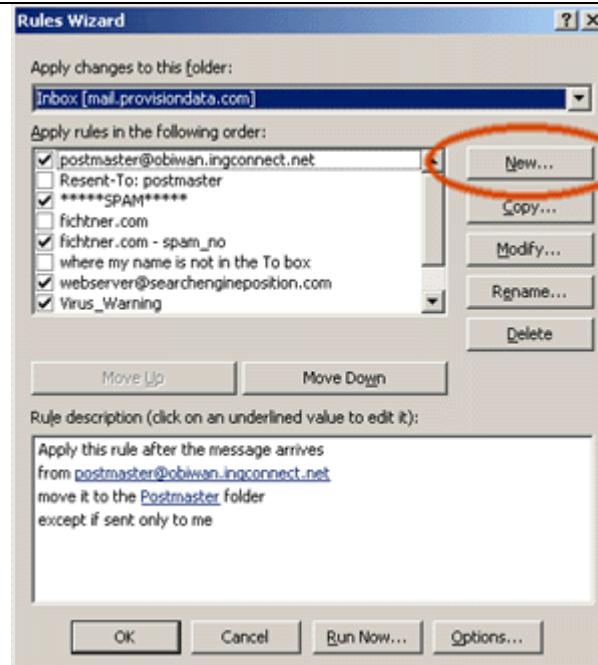
## Setting up a Client:

Outlook 2002 (Office XP)

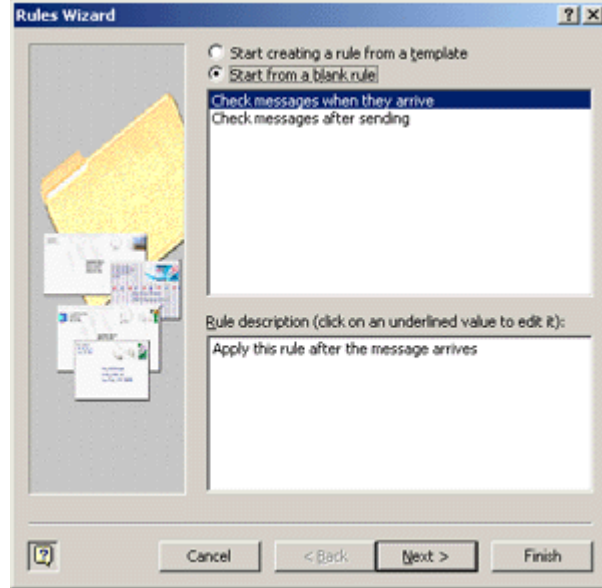
Open the rules wizard.



Select "New...."



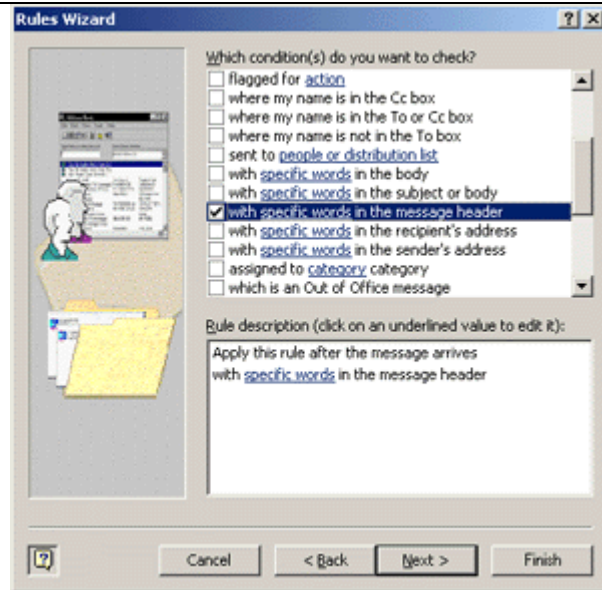
Chose “Start from a blank rule” and select “Check messages when they arrive”.  
Click “NEXT”



Select the option “With specific Words in the message header”

This is preferred over the subject to prevent filtering of forwards that may contain “\*\*\*\*\*SPAM\*\*\*\*\*” in the subject.

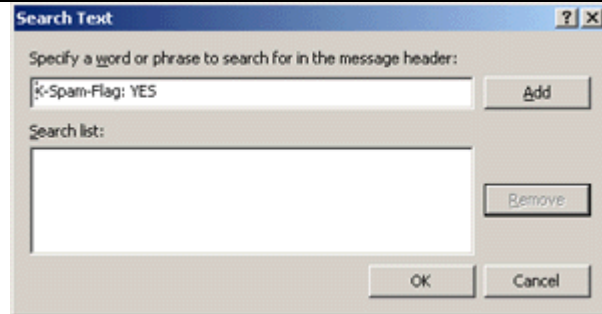
Click on the highlighted “specific words” in the lower section



Enter the words:  
X-Spam-Flag: YES

Click “Add”

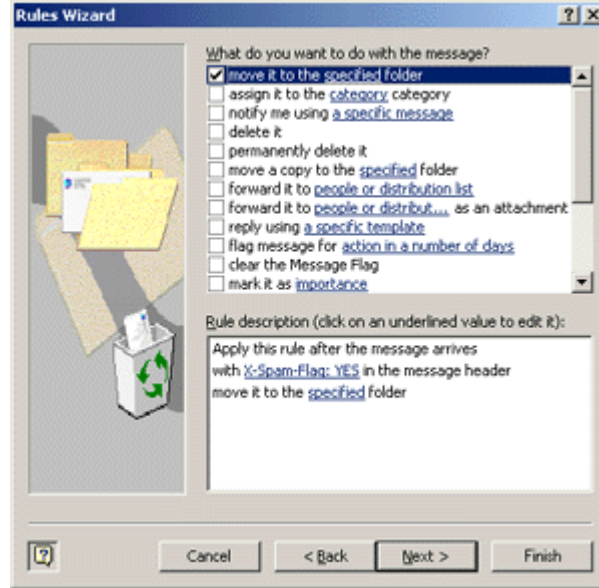
Click “OK”



Click “Next”

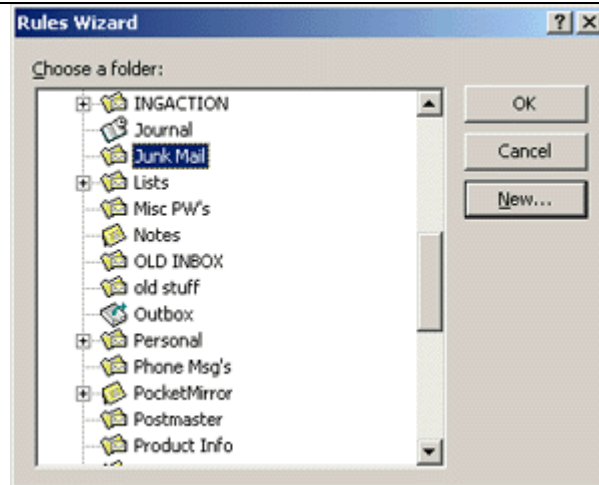
Select “move it to the specified folder”

Click on the highlighted “specified” in the lower section



Choose the folder or create a new one.

Click “OK”

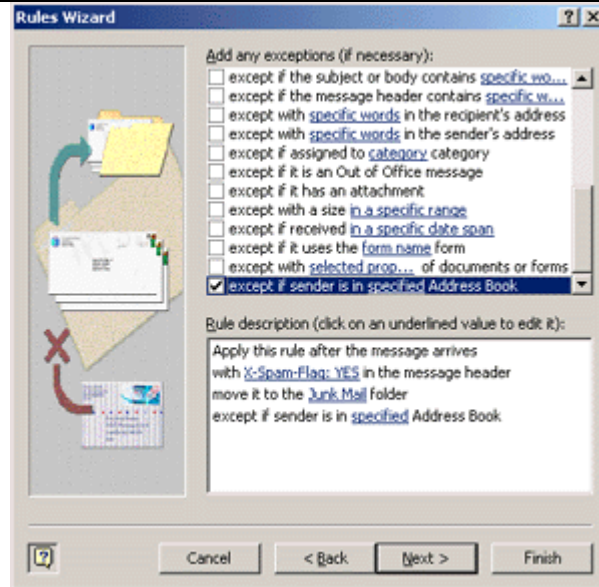


## OPTIONAL

To avoid a false positive from someone you know being moved as spam, Outlook 2002 has the option of making an exception for people in your address book. Earlier versions do not have this option.

Select the option “except if sender is in specified address book”

Choose the address book, click “Next”



Give the Rule a name and click “Finish”

