Outlook 2000 has special features that allow you to deal with Junk email that arrives in your Inbox.

Outlook can be set up to automatically detect junk or undesirable mail by scanning for keywords in the messages and then take certain defined actions to deal with it.

Automatically Deal with Junk Messages when they arrive

1. Click the Organize button on the Standard toolbar in Outlook.
2. Click the Junk E-Mail button.
   
   You are offered different ways of dealing with Junk or Adult content mail.

3. You can set Junk or Adult content mail to be coloured differently by altering the drop down boxes so that they read Color and then choosing a colour in the second drop down box.

4. You can set Junk or Adult mail to be moved to another folder or even be deleted, by altering the drop down boxes so that they read Move and then selecting Junk mail, deleted items or other folder.

   **Note:** It is strongly recommended that you choose **not** to delete mail automatically. Junk filters are not an exact science and can misidentify commonly included words, therefore choosing to have junk email moved to a folder which can be checked from time to time is strongly advised.

5. Once you have set up your chosen method of dealing with the mail, click on the **Turn on** button to activate it.
If you have elected to move messages to the Junk email Folder, when you click on Turn on, Outlook will ask you where you want the Junk email folder to be.

6. Click on Mailbox – your name and then click OK. This will create a new folder in your mailbox called Junk mail.

Your junk or undesirable adult content mail will now be moved directly to the folder of your choice as soon as it arrives in your mailbox.

Add a New Sender to the Junk Senders List

If you receive a message from a new sender that you class as either Junk or containing adult content, then you can update Outlook’s internal list of junk senders.

1. In your Inbox, right-click on the message and from the resulting menu, click on Junk Email.

2. Choose whether the sender belongs in the Junk or Adult list by clicking on either Add to Junk Senders list or Add to Adult Content Senders list. A message will be displayed telling you where to view the list of Junk senders.

3. Click OK.

View or Edit your List of Junk Senders

It is possible to view and edit your personal list of Junk or Adult content senders list.

1. In the Standard toolbar, click the Organize button.

2. Click Junk E-Mail.

3. Click on the Click here link.

4. Click either Edit Junk Senders or Edit Adult Content Senders. The Edit Junk Senders dialog box is displayed.
5. Click on the **Add** button to add in new email addresses to the list.

6. Click on the **Edit** button to edit existing email addresses

7. You can delete existing entries by selecting the email address in question and clicking on the **Delete** button.

**Remove mail identified by content rather than sender**

1. Click on **Tools/ Rules Wizard**.
   - *The Rules Wizard box is displayed.*

2. Click on New and then Next.

3. Scroll down to "with specific words in the subject or body" and put a tick in the box.

4. In the Rule description box click on the "specific words" link.
   - *The Search Text box is displayed.*
5. Enter in the word or phrases in the Add New box and click on the Add button. In the resulting box, click on the OK button.

6. Now click on the Next button.

7. Put a tick in the checkbox next to "move it to the specified folder"

8. In the Rule description box click on "specified"

9. Now choose your adult/junk folder and click on the OK button and then the Finish button.

Stop email identified by built-in filters being identified as junk email

Outlook uses a list of certain words which it deems unsuitable. For example if a message contains the words "18 or over" Outlook will move the message to the Junk/adult folder.

When you activate the Junk/Adult filters included in Outlook 2000, Outlook uses additional filters as listed in C:\Program Files\Microsoft Office\Office\FILTERS.TXT
Editing Outlook’s Filters.txt file does not change the way the built-in junk mail filter works. This file is for information only. It is not actively used by Outlook. Furthermore, Microsoft says it’s outdated and that the real junk mail filters can be found at http://office.microsoft.com/Assistance/9798/newfilters.aspx

To avoid legitimate emails being identified as junk, you must add the sender to the exclusion list.

1. To add email addresses to your exclusion list, click on **Tools/Rules Wizard** and select **Exception List**.

2. In the Rule Description box, click on **Exception list** and then **Add**.

3. Type the email address to be added to your exclusion list and click on the **OK** button.

   **Note:** The exception list rule must remain at the top of the rules list as it must apply before any other rules.