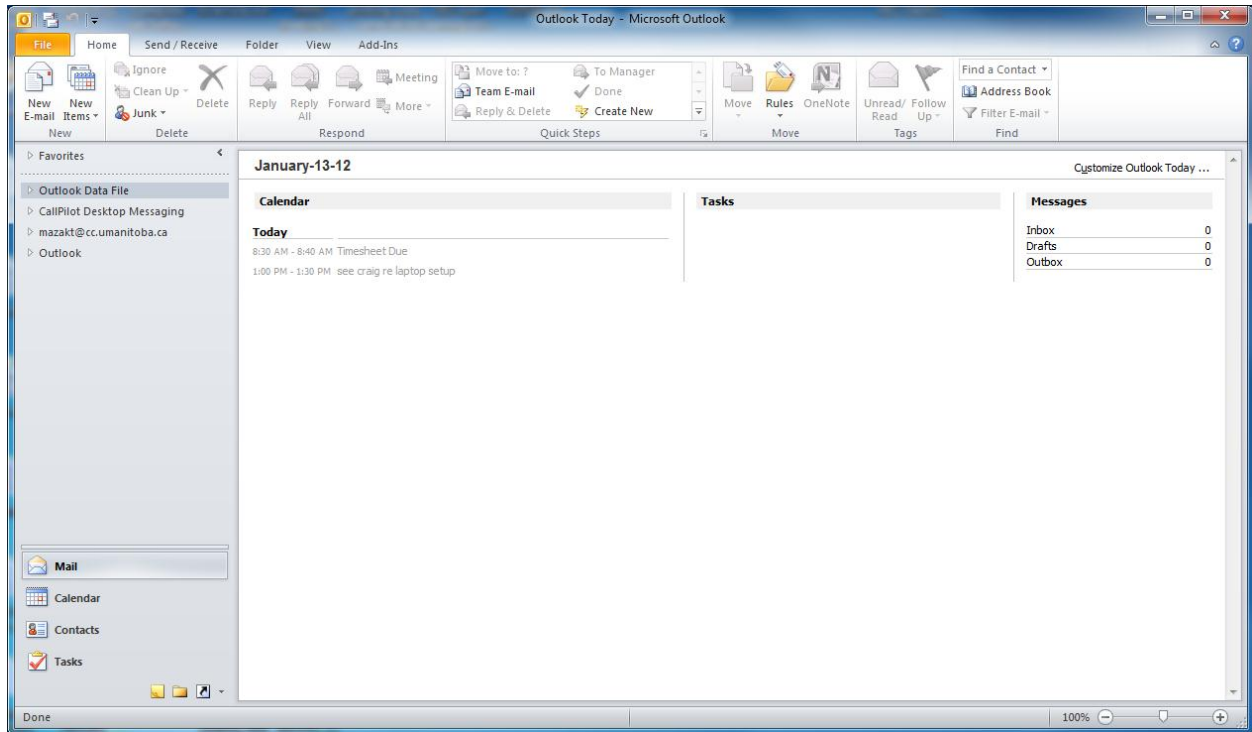


Setting up a filter to sort email in Outlook 2010

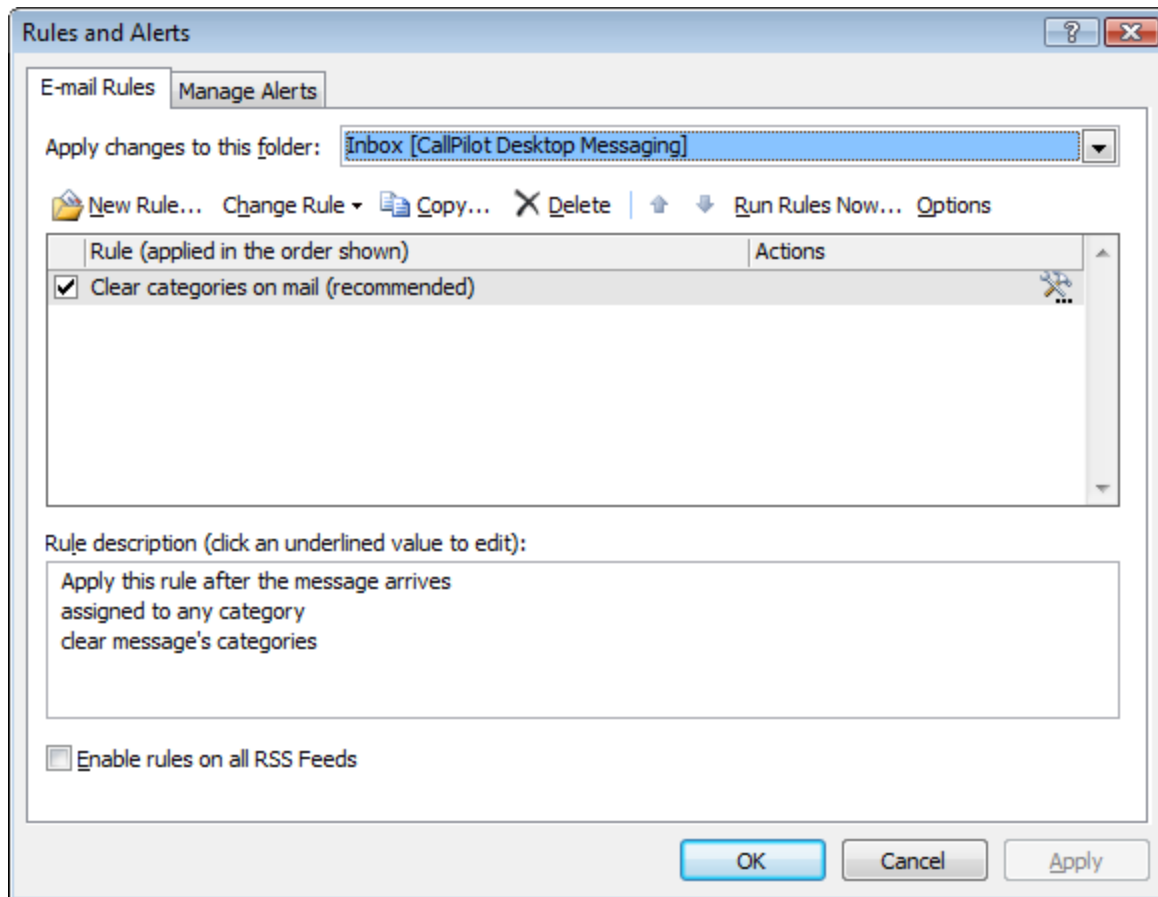
In this example, I want to filter any email with the words “asbestos” and “abatement” and put them in my junk email folder. You can use these steps to filter out email from specific people, email with phrases or words, and other things to folder (or to delete them) automatically.

To do this please follow the steps below:

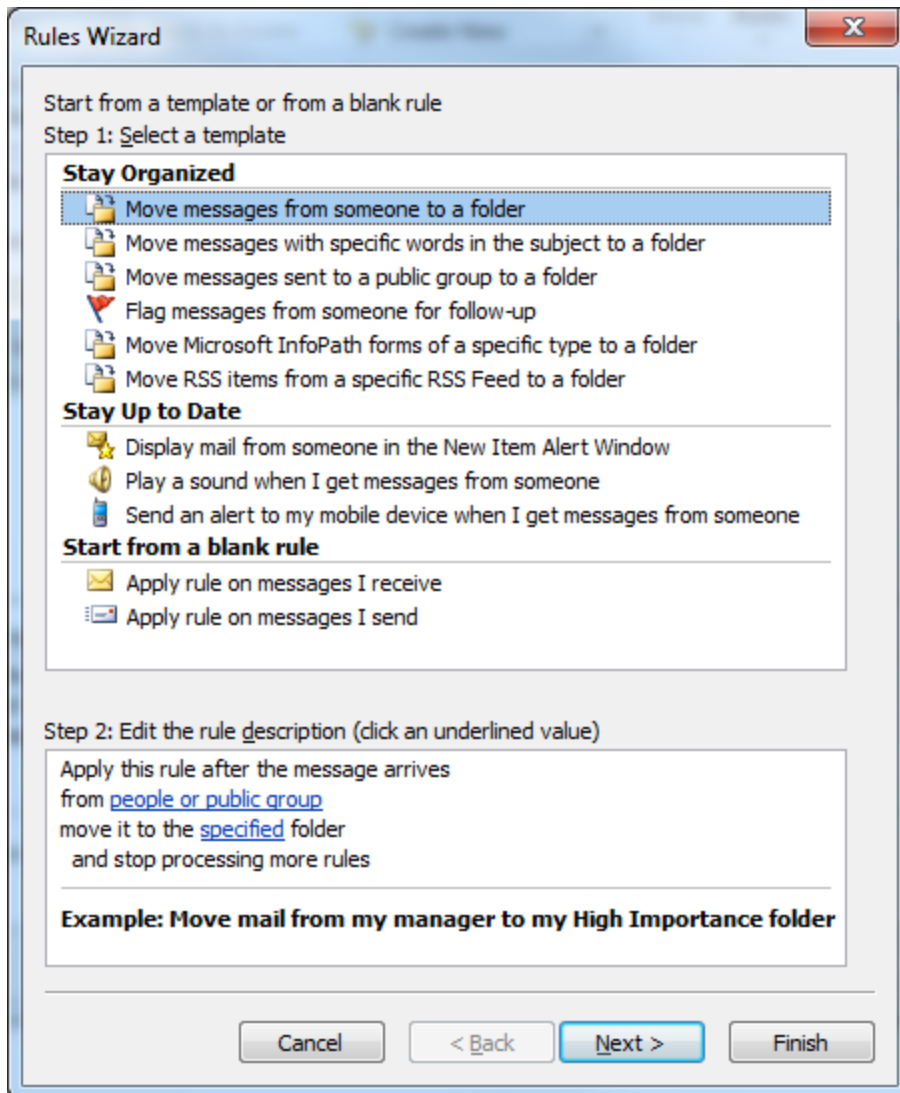
Open Outlook



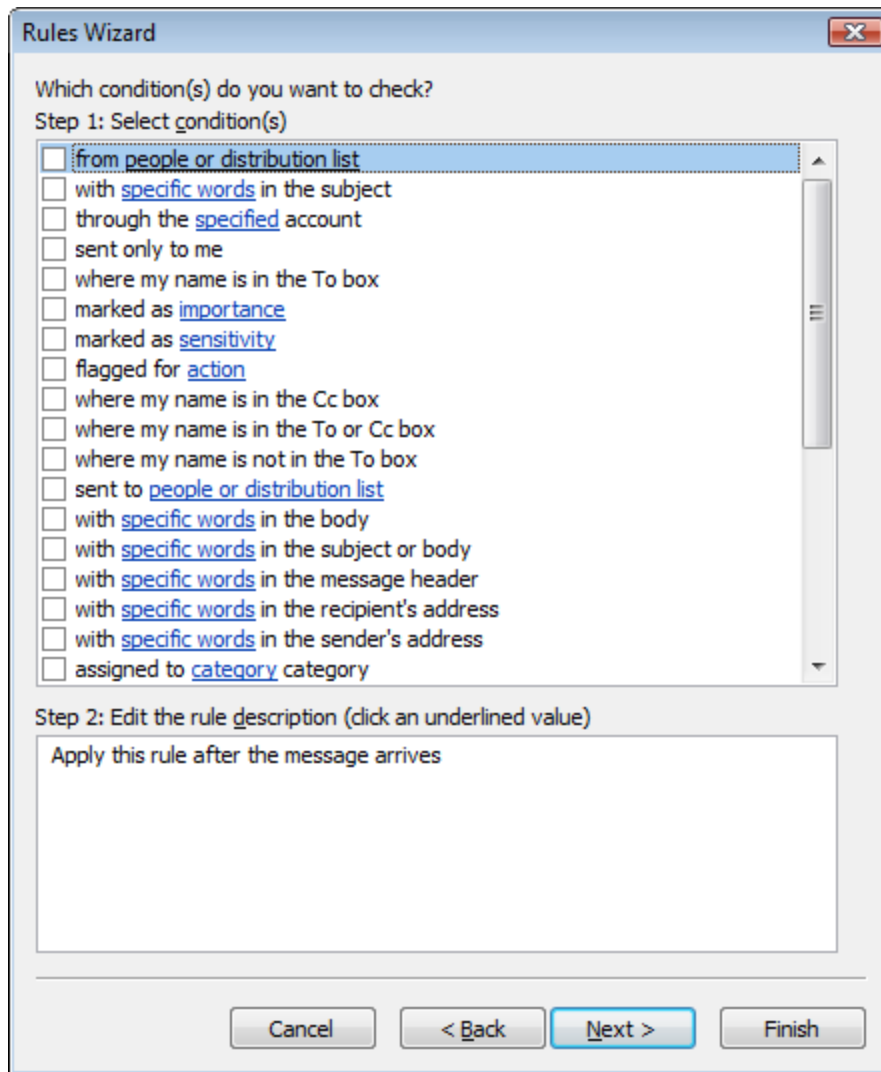
Click on the Rules and Mange Rules and Alerts



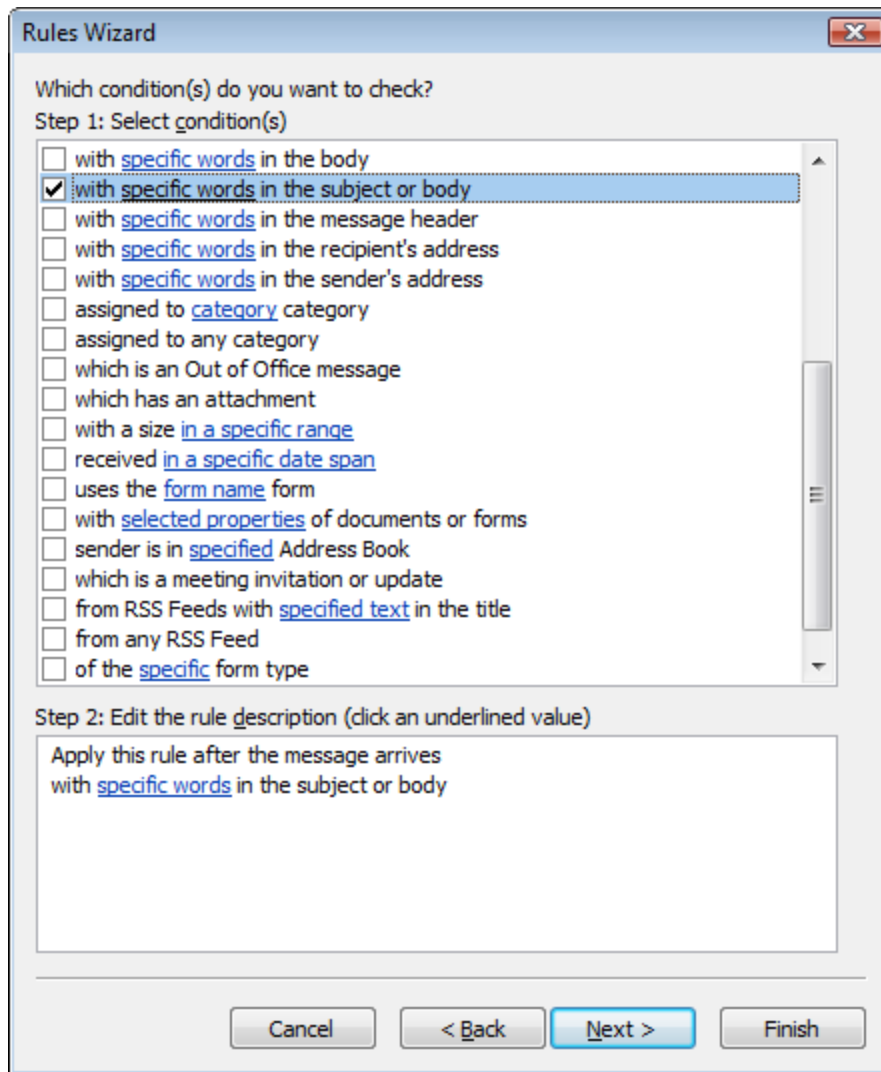
Click the New Rule button



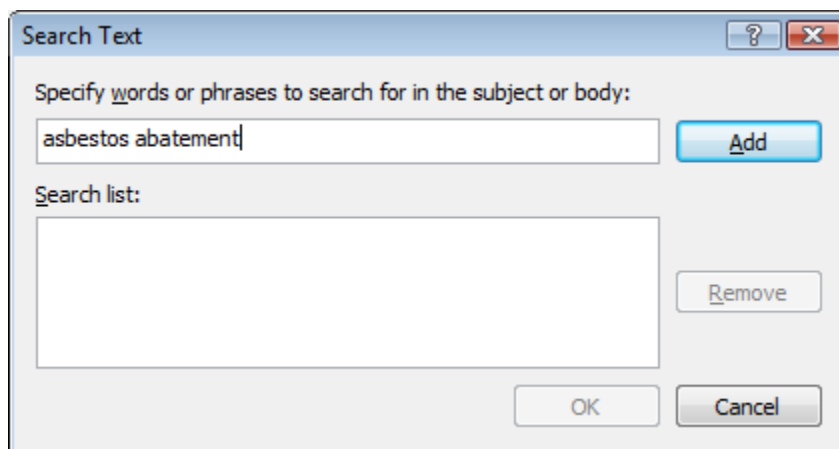
Click the “Apply rule on messages I receive” option then click Next



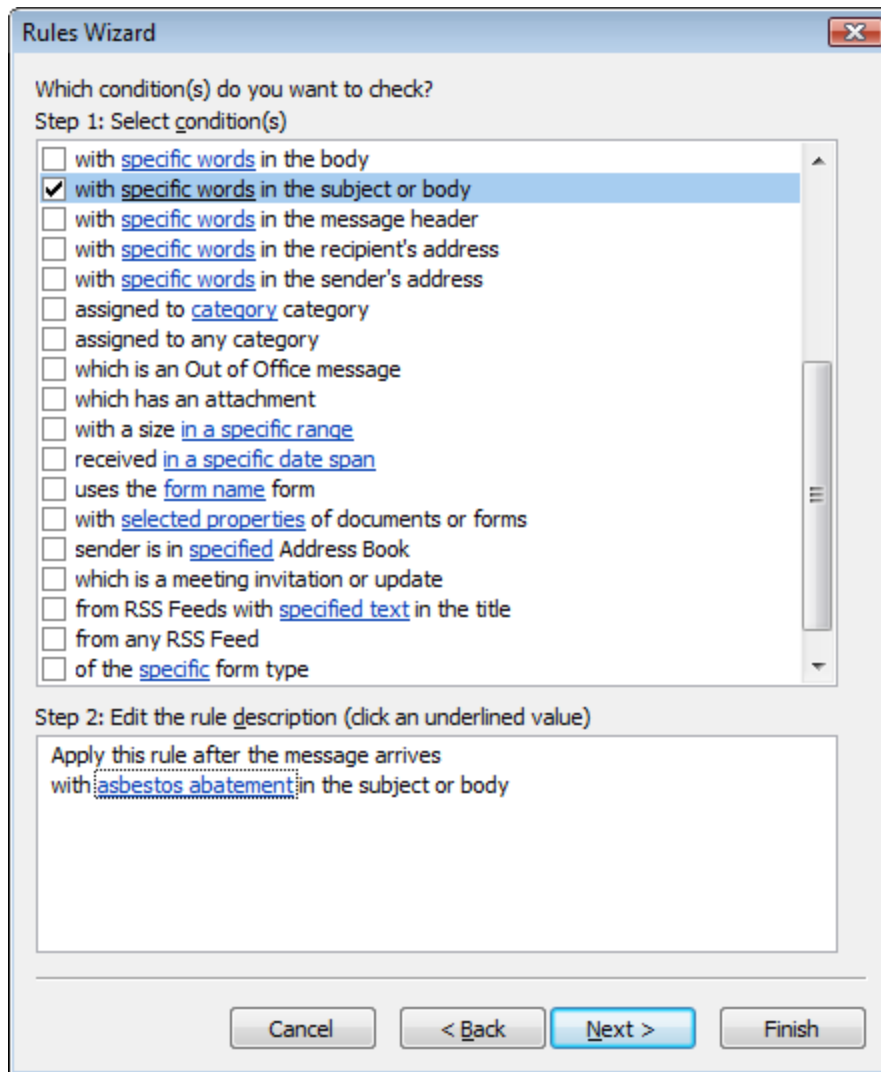
This window will give you a number of selection options. To search for a word or phrase in both the body and the message check “with specific words in the subject or body”



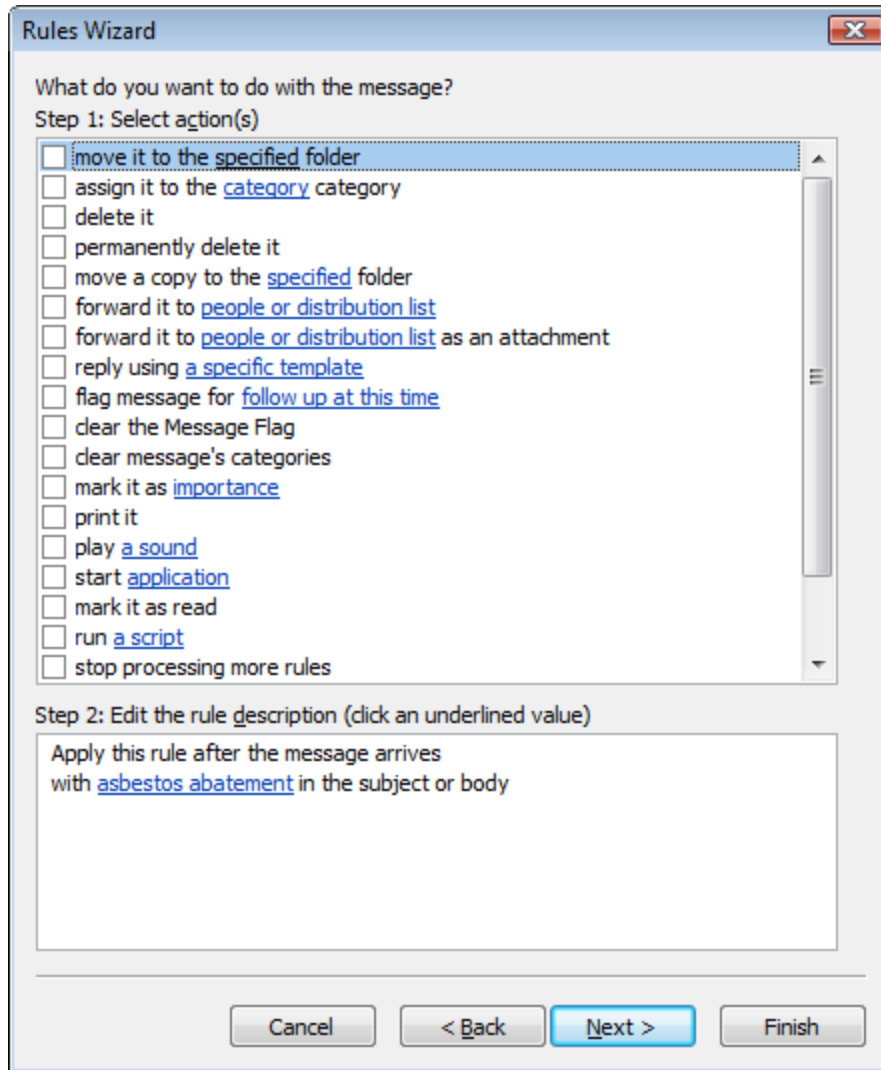
Click the “specific words” in Step 2



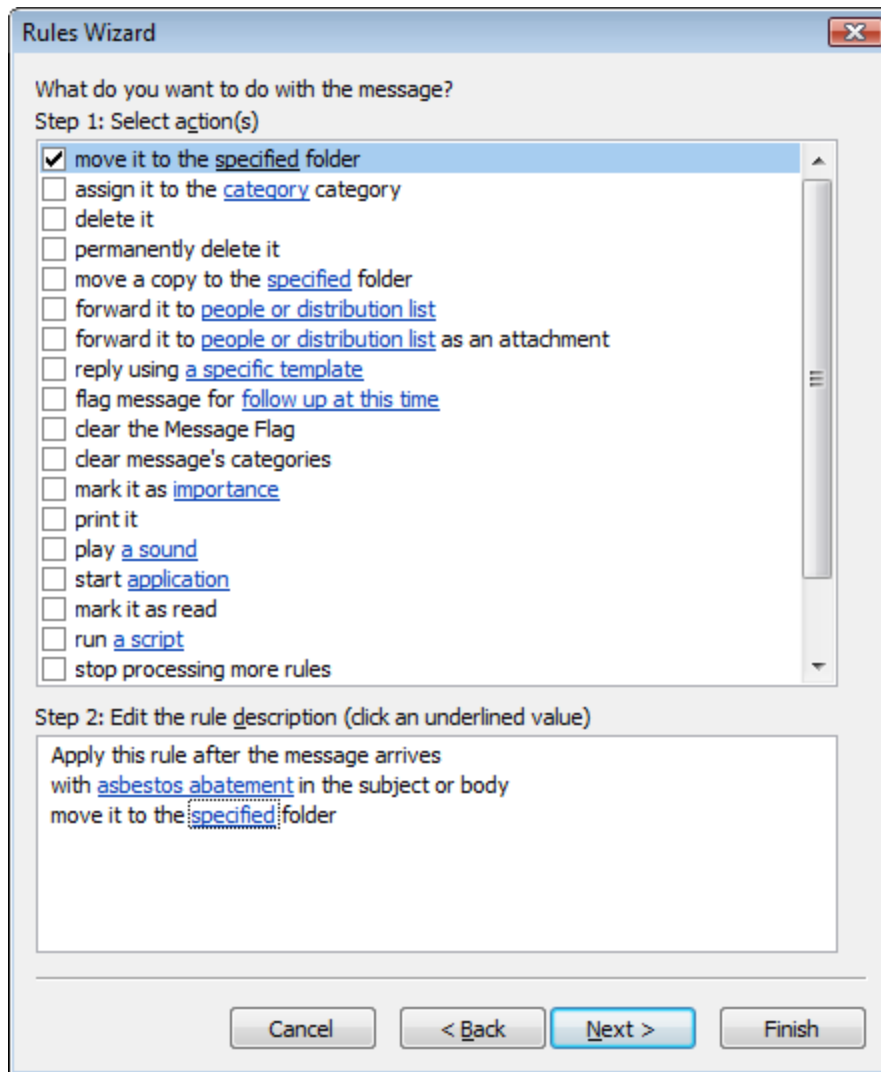
Type in the word or phrase in the “specify words or phrases to search for in the subject body” text entry section and click add then ok



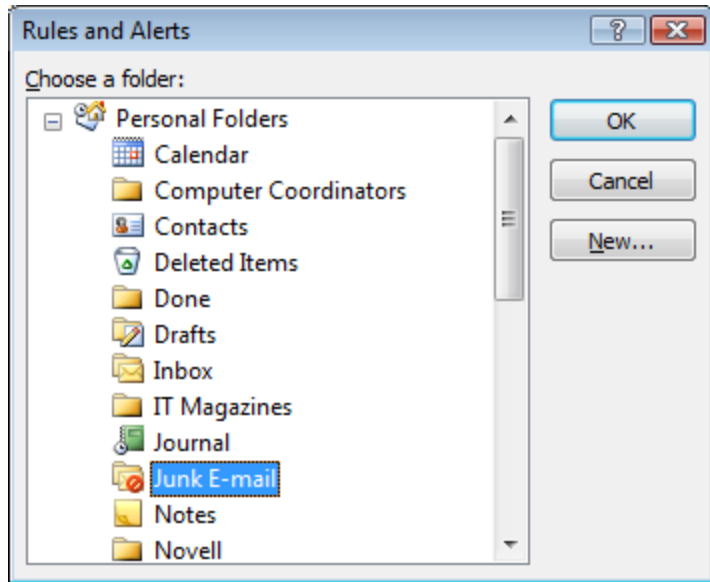
Click next on the rules screen



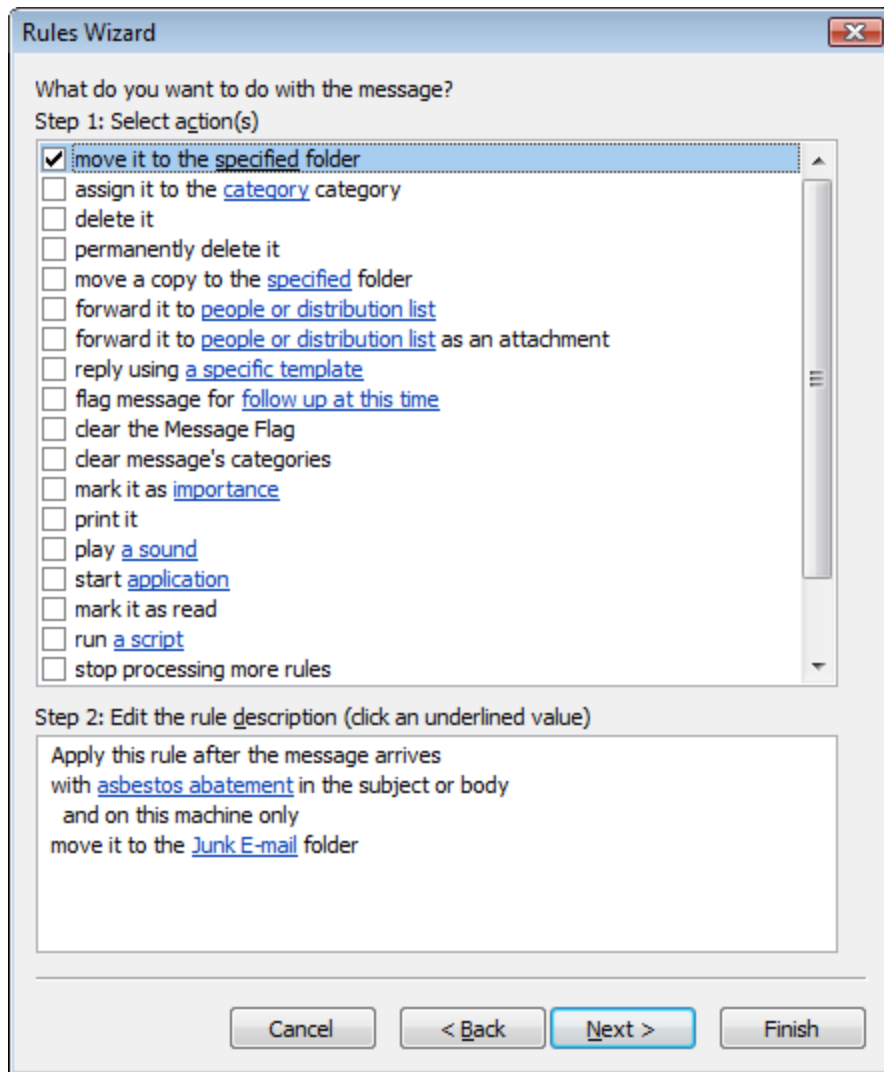
Choose the option of what you would like to do with the message. I recommend moving the item to another folder instead of deleting it as deletion is permanent.



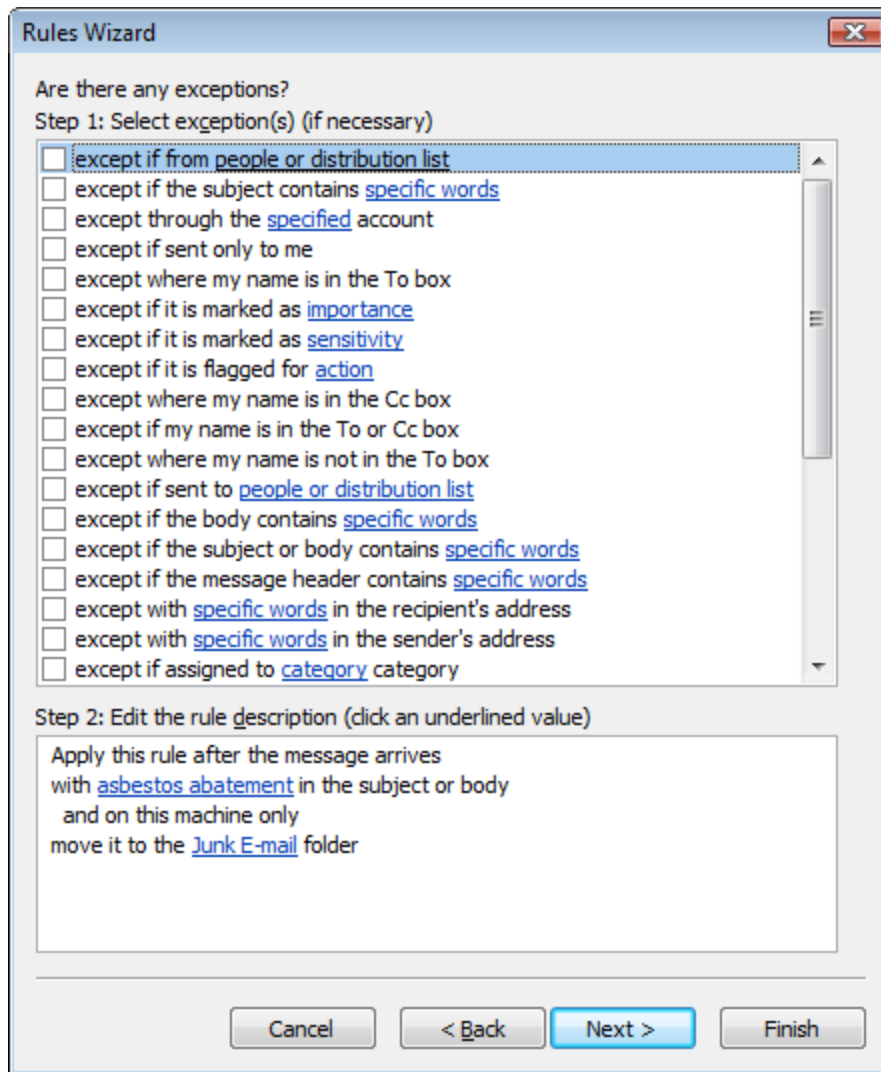
If you have chosen to move it to a specified folder, click “specified” in step 2



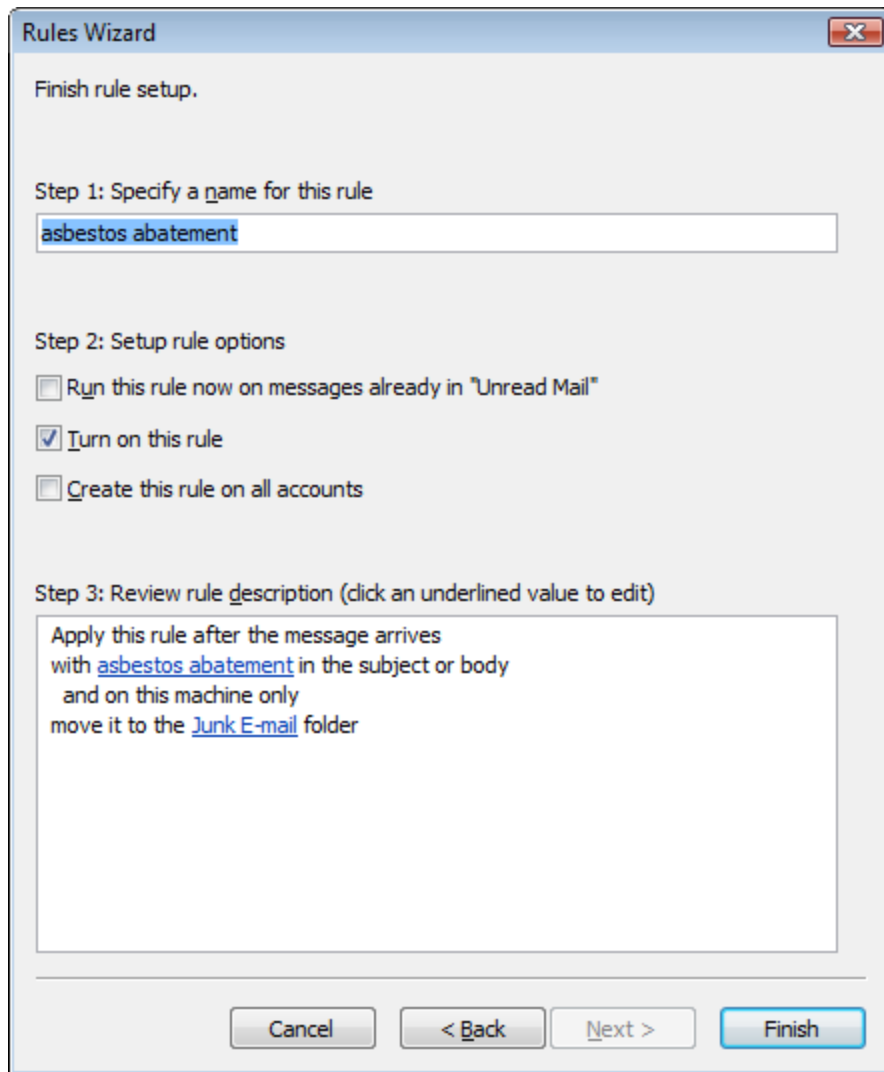
Choose the folder you wish to put the sorted items in and click ok (in this case I am putting all emails with the words asbestos abatement into my junk e-mail folder)



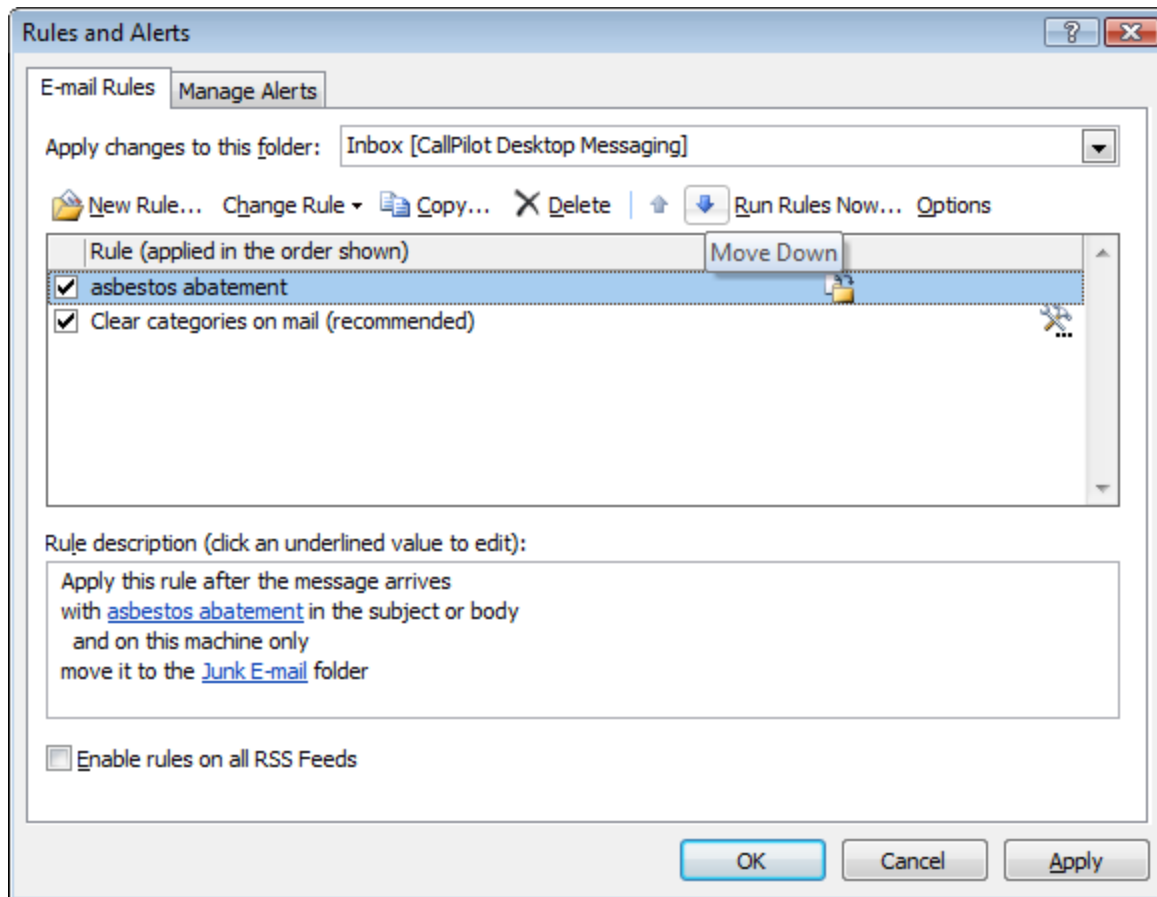
From here you click the next button giving you more options



I do not have anything I need to select for my example so click next to continue



Here you can name the rule you just created and have various options if you have Outlook checking multiple email accounts, if you want to run the rule against all email already received, and to turn on the rule. When you are done click Finish



Click apply then ok

You should now have a rule that works. If you are doing word filtering you can test it out by sending yourself an email message with the filtered words.