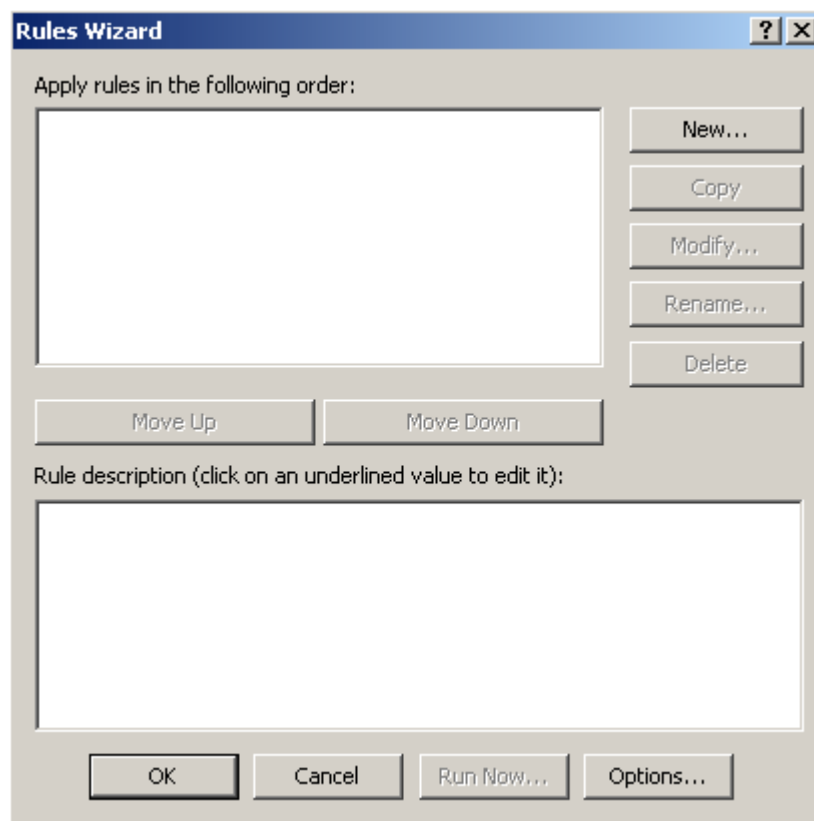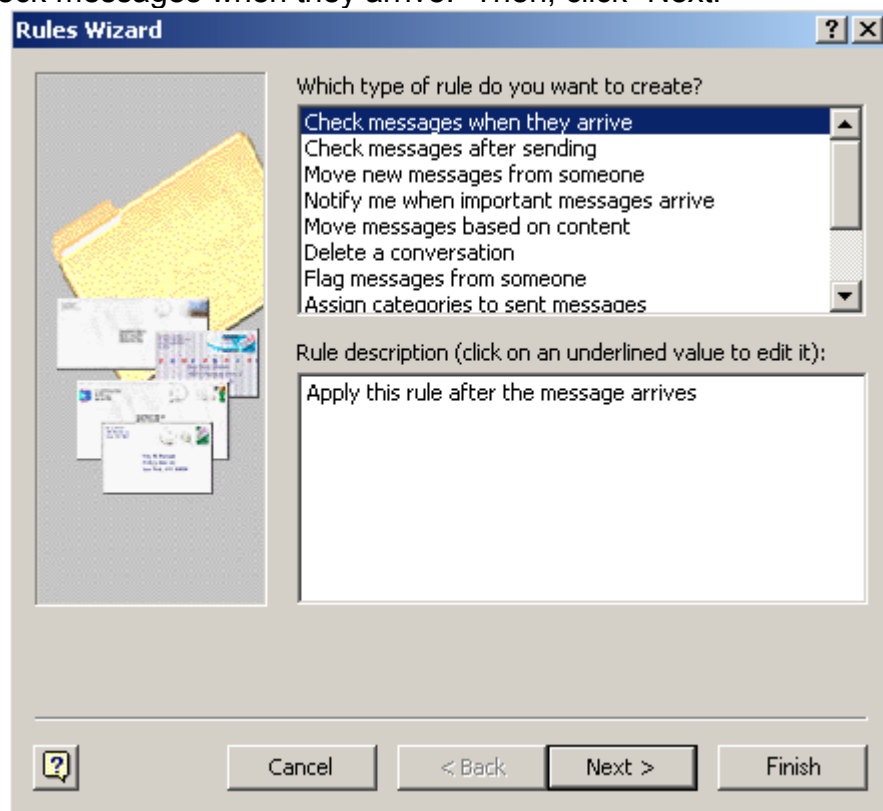When an Email is processed through ISOMEDIA's SpamCatcher, the message header is tagged with asterisks ("*") indicating the likelihood that the message is spam. The more asterisks ("*") the Email header shows, the greater the likelihood it is spam.

To move these suspected Emails to a spam folder within Microsoft Outlook, use the following directions:
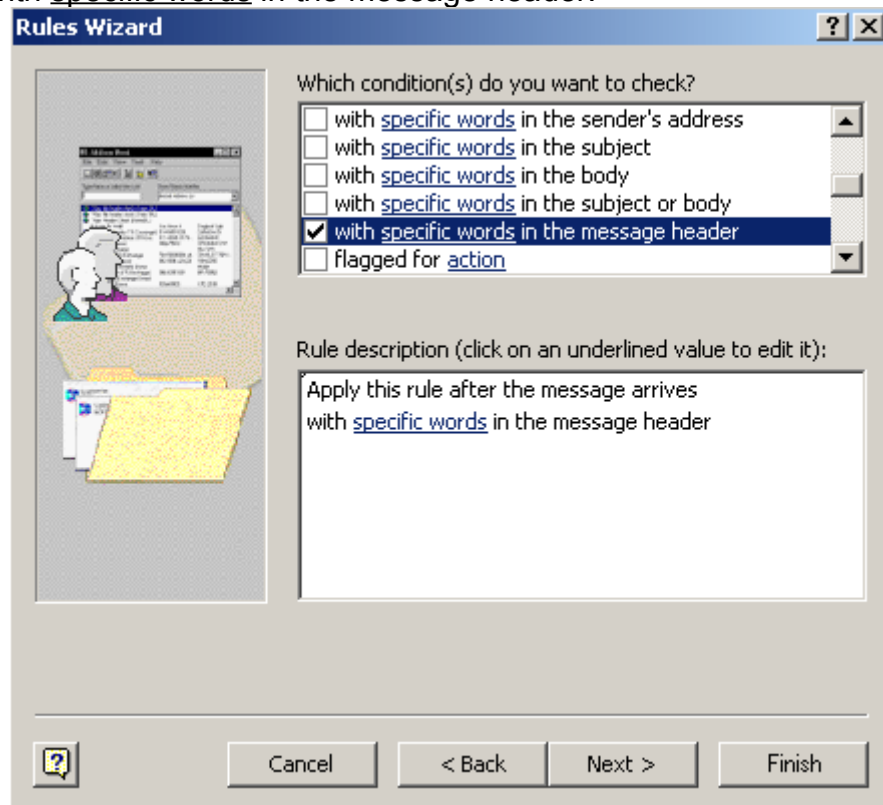
1. Open Microsoft Outlook and select "Rules Manager" under "Tools."

2. Click the "New" button to create a new rule.

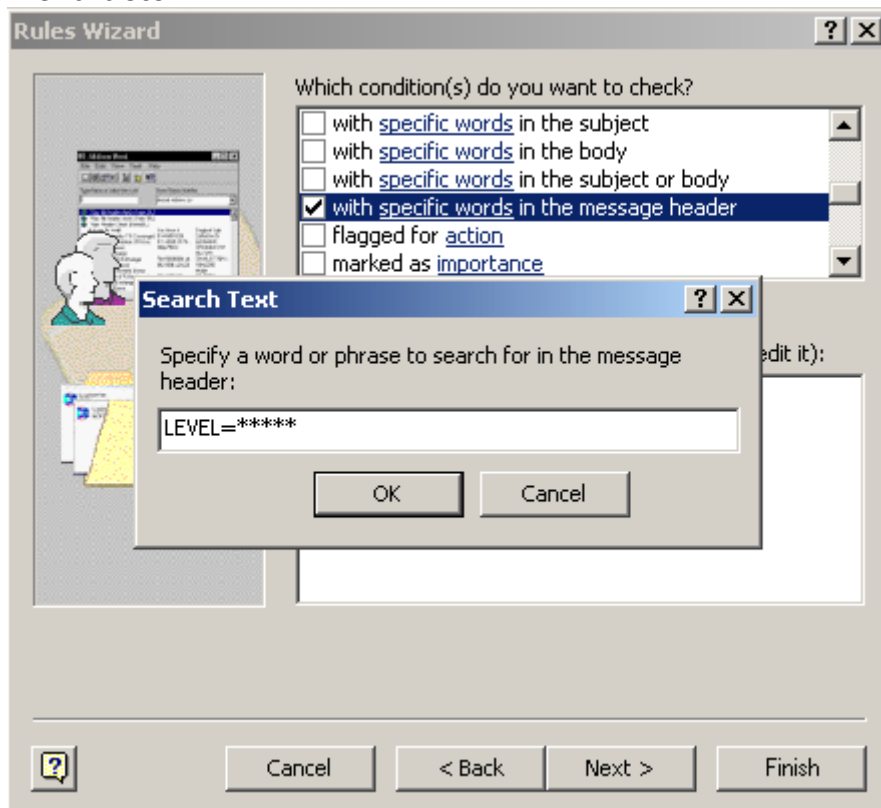3. Select "Check messages when they arrive." Then, click "Next."

Rules Wizard

Which type of rule do you want to create?

Check messages when they arrive
Check messages after sending
Move new messages from someone
Notify me when important messages arrive
Move messages based on content
Delete a conversation
Flag messages from someone
Assign categories to sent messages

Rule description (click on an underlined value to edit it):

Apply this rule after the message arrives

Cancel   < Back   Next >   Finish

4. Check > "with specific words in the message header."

Rules Wizard

Which condition(s) do you want to check?

☐ with specific words in the sender's address
☐ with specific words in the subject
☐ with specific words in the body
☐ with specific words in the subject or body
☑ with specific words in the message header
☐ flagged for action

Rule description (click on an underlined value to edit it):

Apply this rule after the message arrives
with specific words in the message header

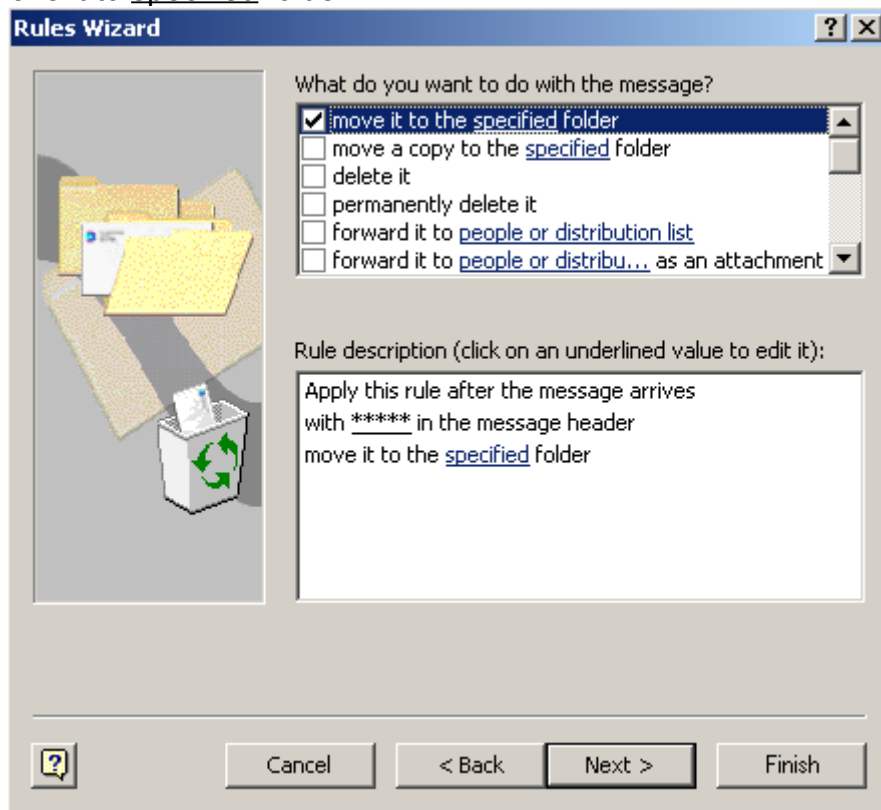Cancel   < Back   Next >   Finish

5. Then, click <u>specific words</u>. Type "LEVEL= " with as many asterisks ("*") as you wish (start with 10 asterisks ("*") for moderate tolerance, and subtract to add more aggressiveness; 5 asterisks will most likely catch all spam). Then, click "Next."
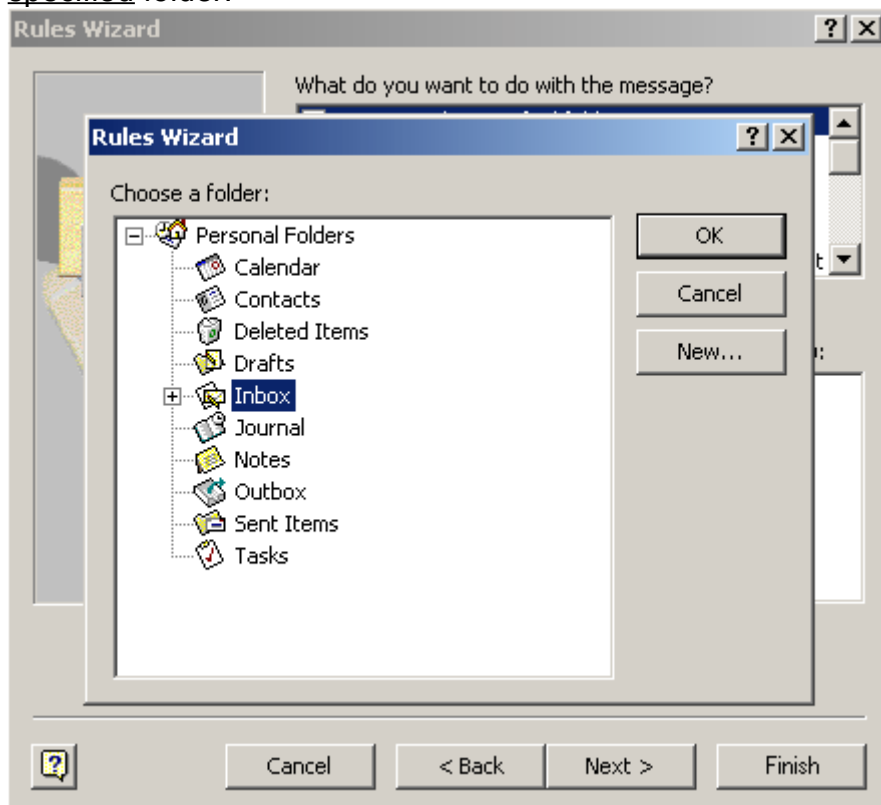**NOTE: The graphic below is incorrect, there should be a space between the "=" and first "*" character.**

Rules Wizard

Which condition(s) do you want to check?

- [ ] with specific words in the subject
- [ ] with specific words in the body
- [ ] with specific words in the subject or body
- [x] with specific words in the message header
- [ ] flagged for action
- [ ] marked as importance

Search Text

Specify a word or phrase to search for in the message header:

`LEVEL=*****`
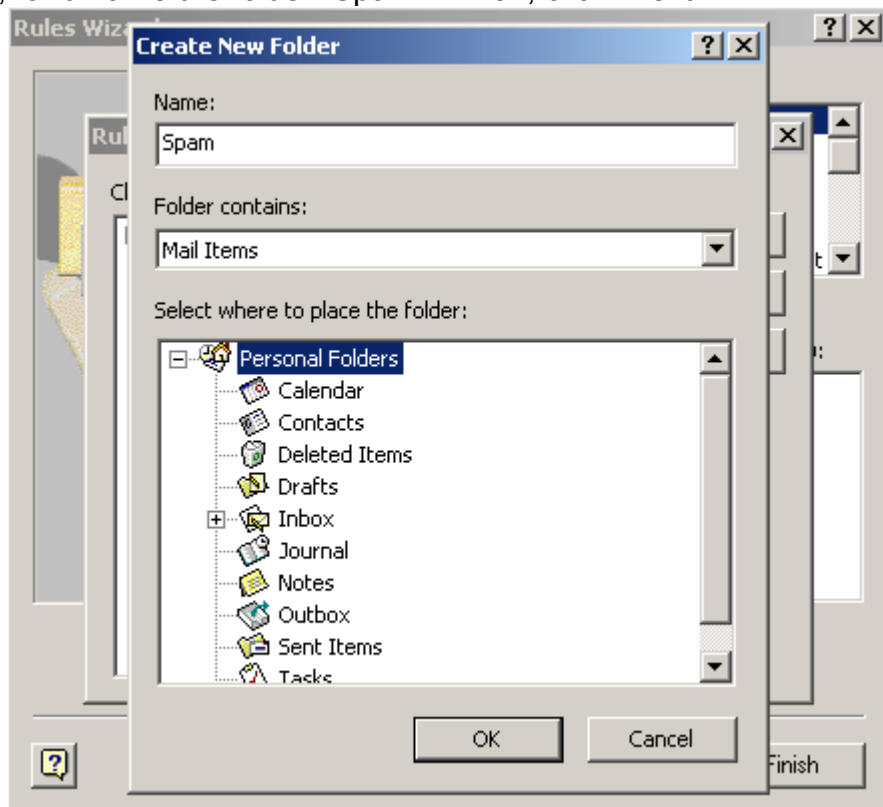
OK   Cancel

Cancel   < Back   Next >   Finish

6. Check > "move it to specified folder."

7. Then, click specified folder.

8. Click "New," and name the folder "Spam." Then, click "Next."

Create New Folder

Name:

Spam

Folder contains:

Mail Items

Select where to place the folder:

- Personal Folders
  - Calendar
  - Contacts
  - Deleted Items
  - Drafts
  - Inbox
  - Journal
  - Notes
  - Outbox
  - Sent Items
  - Tasks

OK   Cancel

9. Check any exceptions you may want. Then, click "Next."

Rules Wizard

Add any exceptions (if necessary):

- except if sent directly to me
- except if sent only to me
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if from people or distribution list

Rule description (click on an underlined value to edit it):

Apply this rule after the message arrives
with ***** in the message header
move it to the Spam folder

Cancel   < Back   Next >   Finish

10. You can name the rule. Then, click "Finish."
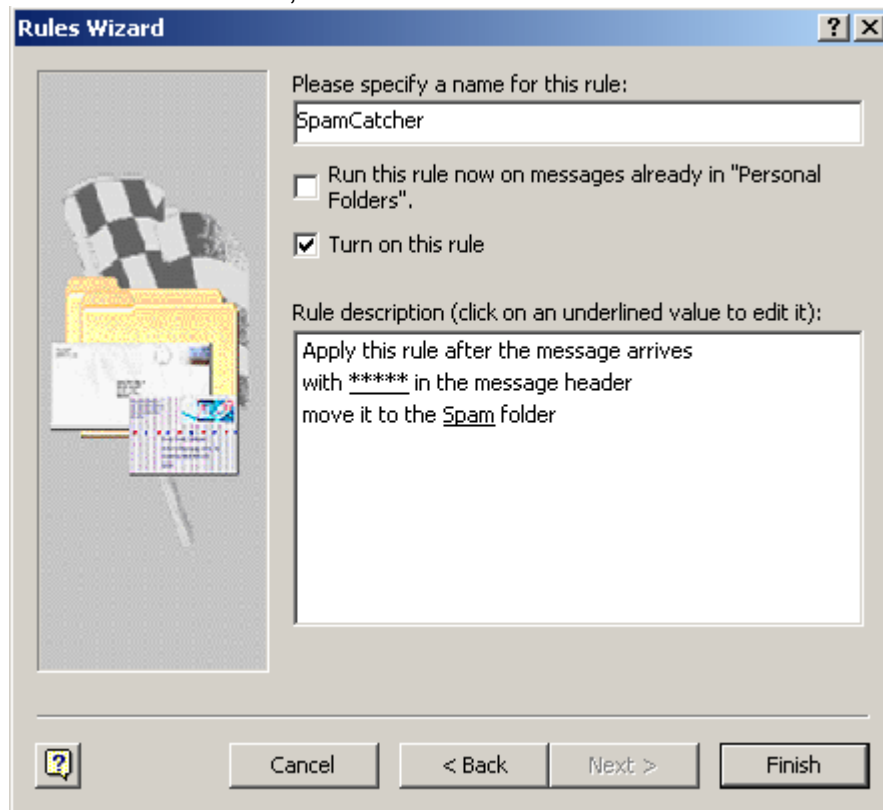
To setup auto delete on your "spam" folder once you have set it up, use the following directions:

1. Right-click on the "spam" folder, and select "Properties."

2. Click on the "Auto Archive" tab.

3. Check > "Clean out items older than." Select the time you want to keep the Emails (in case you want to look through and make sure you have lost anything you may have wanted).

4. Check > "Permanently delete old items."

4. Click "Ok."