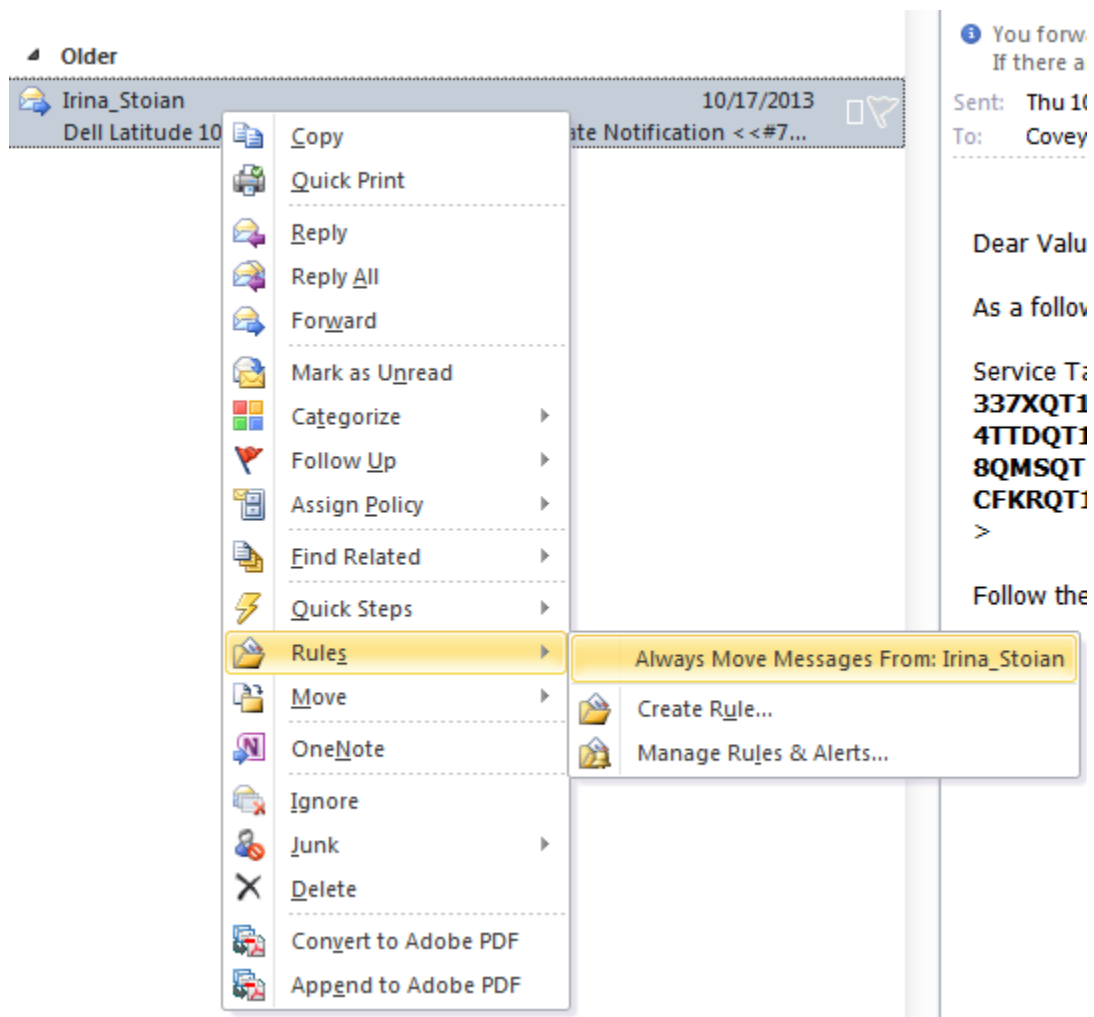


How to Filter Unwanted Mail

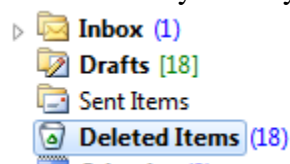
You can create a 'delete' rule so you don't have to see the messages in your Inbox. You can delete the message based on a sender or a subject.

To Create a Rule

1. If there is a sender whose emails you no longer want to receive:
2. Right click on their message
3. Then select Always move message from:



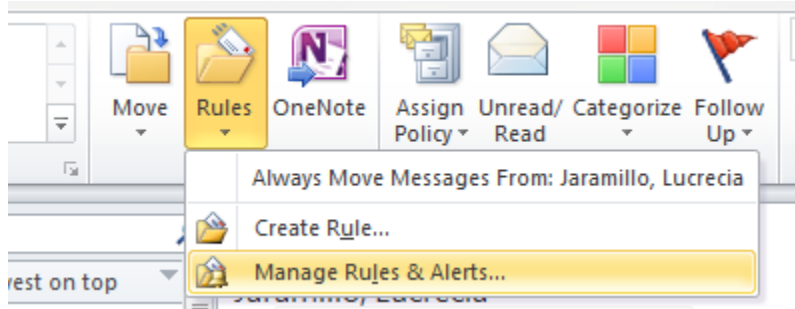
4. And then finally select your Deleted Items icon



To Remove a Rule

At the top of the Outlook Menu Bar:

1. Click **Rules**
2. Then **Select Manage Rules & Alerts ...**



3. Highlight the rule you want to remove.
4. Click **Delete**.
5. Answer yes to the delete rule question.
6. Click **OK**.