



Using Outlook for automatic filtering of junk (or adult content) e-mail messages


In much the same way that retailers and businesses use mailing lists of postal addresses to send potential clients catalogs and other information, there is a growing business in using e-mail messages as a direct marketing tool.

If you receive unwanted e-mail messages from commercial mailers (or, messages that contain adult content) you can have these messages:



- automatically deleted from your Inbox
- automatically moved to a specific folder so you can decide what to do with them
- appear in a particular color so you can quickly find them and move them manually
- filtered based on a list of e-mail addresses of junk and adult content senders.

There are third party filters, which are regularly updated, that you can add to Outlook. These filters have the latest lists of commercial and adult content senders. For more information, see the Outlook Web site at <http://www.microsoft.com/outlook>.

Automatically move or delete all e-mail messages from a particular sender

1. Click **Inbox**. 
2. Select a message from the sender whose messages you want to automatically move or delete.
3. On the **Actions** menu, point to **Junk E-mail**, and then click **Add to Junk Senders list**.



Change the folder junk or adult content e-mail messages are automatically sent to

1. Click **Inbox**. 
2. Click **Organize**. 
3. Click **Junk E-mail**.
4. To change the folder junk messages are sent to, click **Turn off** in the first bulleted item.



To change the folder adult content messages are sent to, click **Turn off** in the second bulleted item.

5. For either bulleted item, click **Move** in the first box, and then select a new folder in the second box. To see a list of all your folders, click **Other Folder**.
6. Click **Turn on**.

Change the color of junk or adult content e-mail messages in my Inbox

1. Click **Inbox**. 
2. Click **Organize**. 
3. Click **Junk E-mail**.
4. For either bulleted item, in the first box click **Color**, and then click the color you want in the second box.
5. Click **Turn on**.

Add or remove an e-mail address from the list of unwanted e-mail senders

1. Click **Inbox**. 
2. Click **Organize**. 
3. Click **Junk E-mail**.
4. Click the options link.
5. To change the commercial e-mailers list, click **Edit Junk Senders**.
6. To change the adult content senders list, click **Edit Adult Content Senders**.