



Managing Junk Email in Microsoft Outlook

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Outlook enables you to organize your email as it arrives by applying rules to file or delete messages based on such criteria as sender, subject line, body content, etc.

SEE ALSO:

[Using Barracuda](#)

[Connecting to Email with Microsoft Outlook](#)

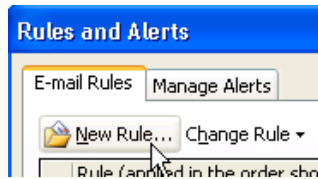
Junk E-mail

The Junk E-mail folder is initially set up to catch only the most obvious junk e-mail messages. You can modify Outlook to automatically move messages tagged by [Barracuda](#) as "[Possible Spam]" to your Junk E-Mail folder.

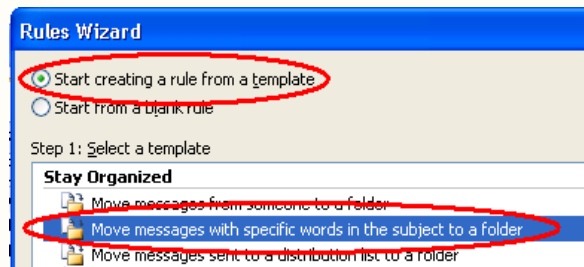
To get started, select **Tools > Rules and Alerts** from the Outlook menu.



Moving [Possible Spam] to Junk E-Mail Folder



1. In the Rules & Alerts window, select **New Rule**.



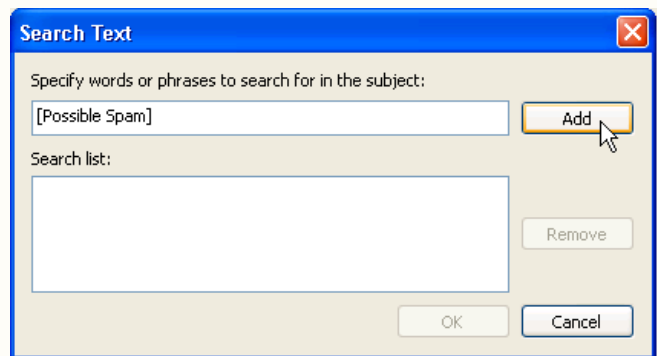
2. At the top of the Rules Wizard window, select "Start creating a rule from a template" and "Move messages with specific words in the subject to a folder."

Step 2: Edit the rule description (click an underlined value)

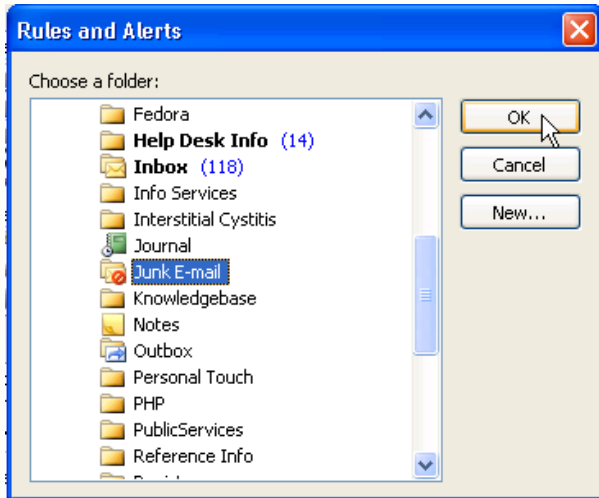
Apply this rule after the message arrives with specific words in the subject move it to the specified folder

3. At the bottom of the Rules Wizard window, click on "specified words" in the rule description.

4. In the Search Text window type **[Possible Spam]** (including the brackets), then click the Add button and the OK button.



- Back at the bottom of the Rules Wizard window, click on "specified" in the rule description.

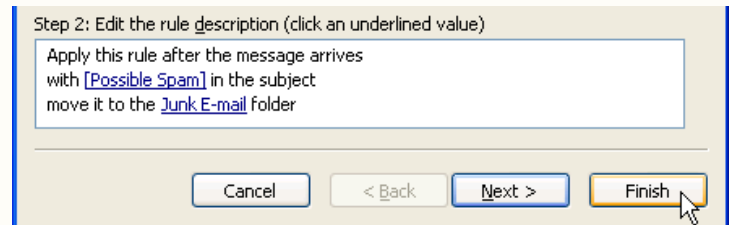


Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives with Possible Spam in the subject move it to the specified folder

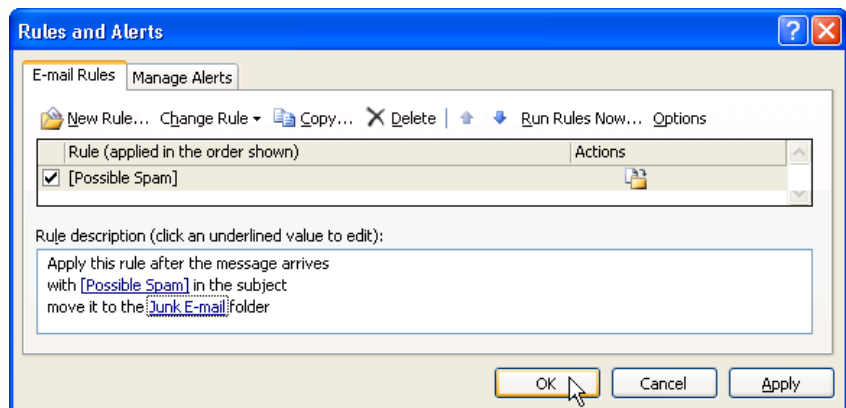
- Navigate to the **Junk E-mail** folder, select it and click OK.

- Back at the bottom of the Rules Wizard window, click the **Finish** button.



- Back in the Rules & Alerts window, be sure your new rule is checked and click on the **OK** button.

Your rule will be applied to every new message coming into your Inbox. You could use the **Run Rules Now** option in this window to apply to rule to messages already in your Inbox.



- Periodically check the Junk E-mail folder to make sure legitimate (non-spam) messages are not going there. Adding these legitimate email senders to your whitelist in [Barracuda](#), will keep them out of the Junk E-mail folder.

- Also, periodically right-click on your Junk E-Mail folder and select "Empty Junk E-Mail." Messages in your Junk E-Mail folder still count toward your quota until you empty it.

