

Deleting mass e-mail

Inbox - Microsoft Outlook

File Edit View Go Tools Actions Help

New Reply Reply to All Forward Send/Receive Find Type a contact to find

Back Messages

Mail

Favorite Folders

- Inbox (444)
- Unread Mail (4585)
- For Follow Up
- Sent Items
- Deleted Items (4044)
- Drafts
- Outbox

All Mail Folders

- Mailbox - Kaminsky, A. CPT USCC
 - Deleted Items (4044)
 - Drafts
 - Inbox (444)
 - Junk E-mail [98]
 - Outbox
 - Sent Items
 - Search Folders
 - For Follow Up
 - Large Mail
 - Unread Mail (4585)
- Personal Folders
 - Deleted Items
 - Drafts
 - Inbox
 - Outbox
 - Sent Items
 - test
 - Search Folders

Mail

Calendar

Contacts

Tasks

Notes

Folder List

Shortcuts

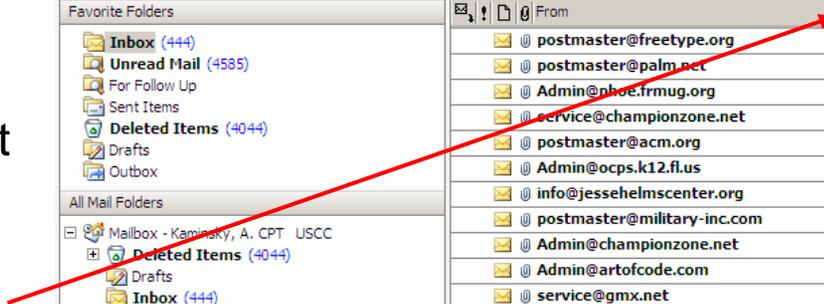
1360 Items

Inbox

From	Subject	Received	Size
@ postmaster@freetype.org	Virus Found in message "FwD: mailing error"	Tue 5/3/2005 6:41 AM	21
@ postmaster@palm.net	Virus Found in message "FwD: mailing error"	Tue 5/3/2005 1:09 AM	21
@ Admin@phoe.frmug.org	Virus Found in message "FwD: mailing error"	Tue 5/3/2005 12:37 AM	21
@ service@championzone.net	Virus Found in message "FwD: mailing error"	Tue 5/3/2005 12:06 AM	21
@ postmaster@acm.org	Virus Found in message "FwD: mailing error"	Tue 5/3/2005 12:02 AM	21
@ Admin@ocps.k12.fl.us	Virus Found in message "FwD: mailing error"	Mon 5/2/2005 11:36 PM	21
@ info@jessehelmscenter.org	Virus Found in message "FwD: mailing error"	Mon 5/2/2005 11:18 PM	21
@ postmaster@military-inc.com	Virus Found in message "FwD: mailing error"	Mon 5/2/2005 10:39 PM	21
@ Admin@championzone.net	Virus Found in message "FwD: mailing error"	Mon 5/2/2005 9:09 PM	21
@ Admin@artofcode.com	Virus Found in message "FwD: mailing error"	Mon 5/2/2005 8:46 PM	21
@ service@gmx.net	Virus Found in message "FwD: mailing error"	Mon 5/2/2005 8:32 PM	21
@ postmaster@elwha.nrrc.ncsu.edu	Virus Found in message "FwD: mailing error"	Mon 5/2/2005 8:29 PM	21
@ Admin@hidaho.com	Virus Found in message "FwD: mailing error"	Mon 5/2/2005 8:23 PM	21
@ Admin@ix.netcom.com	Virus Found in message "FwD: mailing error"	Mon 5/2/2005 7:44 PM	21
Subject: Virus Found in message "FwD: Re:" (29 items, 29 unread)			
@ yobrepus@aol.com	Virus Found in message "FwD: Re:"	Tue 5/3/2005 6:59 AM	21
@ suzan@contoso.com	Virus Found in message "FwD: Re:"	Tue 5/3/2005 6:26 AM	21
@ jan@contoso.com	Virus Found in message "FwD: Re:"	Tue 5/3/2005 2:48 AM	21
@ hvc.rr.comBoandKim@hvc.rr.com	Virus Found in message "FwD: Re:"	Tue 5/3/2005 2:41 AM	21
@ USMASVDZANTONYSolbp0000006a@u...	Virus Found in message "FwD: Re:"	Tue 5/3/2005 2:06 AM	21
@ Steven.Higgins@usma.edu	Virus Found in message "FwD: Re:"	Tue 5/3/2005 1:22 AM	21
@ agent@company.com	Virus Found in message "FwD: Re:"	Tue 5/3/2005 1:15 AM	21
@ werner.lemberg@freetype.org	Virus Found in message "FwD: Re:"	Tue 5/3/2005 12:52 AM	21
@ dmjones@theory.lcs.mit.edu	Virus Found in message "FwD: Re:"	Mon 5/2/2005 11:46 PM	21
@ Nicole.Miner@usma.edu	Virus Found in message "FwD: Re:"	Mon 5/2/2005 11:44 PM	21
@ Londi.Farrow@usma.edu	Virus Found in message "FwD: Re:"	Mon 5/2/2005 10:58 PM	21
@ 20Wolfgang.Glunz@mchp.siemens.de	Virus Found in message "FwD: Re:"	Mon 5/2/2005 10:56 PM	21
@ name@company.com	Virus Found in message "FwD: Re:"	Mon 5/2/2005 10:13 PM	21
@ ketan@championzone.net	Virus Found in message "FwD: Re:"	Mon 5/2/2005 10:10 PM	21
@ helge@contoso.com	Virus Found in message "FwD: Re:"	Mon 5/2/2005 10:00 PM	21
@ Max@championzone.com	Virus Found in message "FwD: Re:"	Mon 5/2/2005 9:52 PM	21
@ jen_69@hotmail.com	Virus Found in message "FwD: Re:"	Mon 5/2/2005 9:43 PM	21
@ mary.martensson@aftonbladet.se	Virus Found in message "FwD: Re:"	Mon 5/2/2005 9:18 PM	21
@ privacy@addynamix.com	Virus Found in message "FwD: Re:"	Mon 5/2/2005 9:17 PM	21
@ Arlene@championzone.com	Virus Found in message "FwD: Re:"	Mon 5/2/2005 8:50 PM	21
@ tgayley@mcs.net	Virus Found in message "FwD: Re:"	Mon 5/2/2005 8:49 PM	21
@ gbc@earthlink.net	Virus Found in message "FwD: Re:"	Mon 5/2/2005 8:31 PM	21
@ cxp@swbell.net	Virus Found in message "FwD: Re:"	Mon 5/2/2005 8:18 PM	21
@ christopher.oxendine@usma.edu	Virus Found in message "FwD: Re:"	Mon 5/2/2005 7:54 PM	21
@ Steve@championzone.com	Virus Found in message "FwD: Re:"	Mon 5/2/2005 7:50 PM	21
@ Charles.Staab@usma.edu	Virus Found in message "FwD: Re:"	Mon 5/2/2005 7:49 PM	21
@ Lphua979@soho.com	Virus Found in message "FwD: Re:"	Mon 5/2/2005 7:33 PM	21
@ David.Bounds@usma.edu	Virus Found in message "FwD: Re:"	Mon 5/2/2005 7:30 PM	21

•Delete several messages at one time

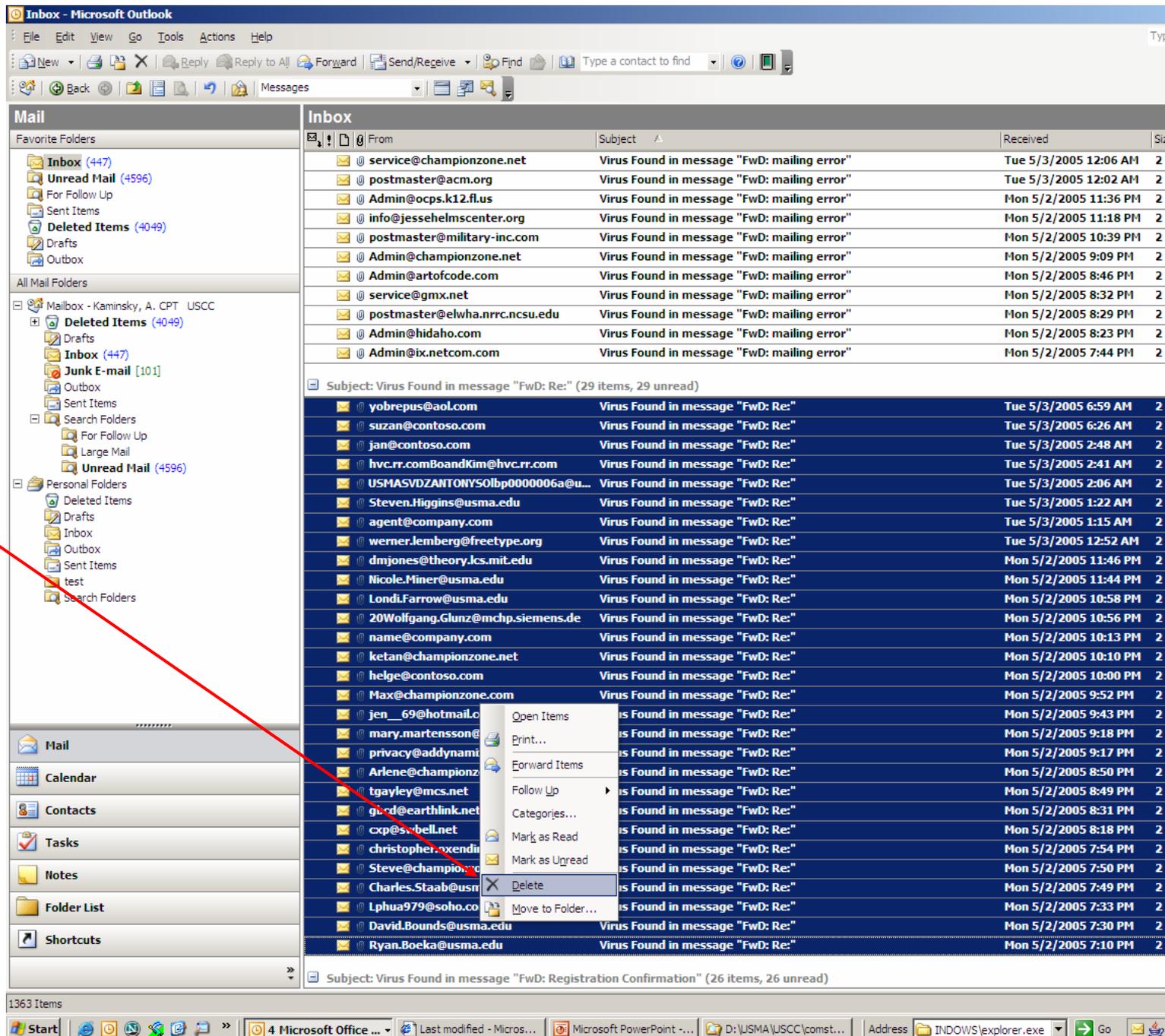
•To make it easier, sort by subject



•Highlight all the messages to delete

•Right click on the highlighted items and select Delete

•This moves all the messages to the Deleted Items. To permanently delete, highlight the messages and delete again.



Creating a rule to filter
bad e-mail

•To create a rule go to Tools | Rules and Alerts

The screenshot shows the Microsoft Outlook interface. The 'Tools' menu is open, and the 'Rules and Alerts...' option is highlighted. The main window displays a list of messages, all with the subject 'Virus Found in message "FwD: Your Password"'. The messages are organized into two groups: one with 23 items and another with 98 items. The interface includes a folder pane on the left, a menu bar at the top, and a taskbar at the bottom.

From	Subject	Received
Subject: Virus Found in message "FwD: Your Password" (23 items, 23 unread)		
Admin@contoso.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:51
postmaster@yahoo.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:42
postmaster@wolfram.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:35
postmaster@65Llow	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11:4
Admin@artifex.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11:3
service@championzone.net	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11:2
info@aol.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:4
postmaster@freetype.org	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:2
postmaster@mcgraw-hill.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:1
Admin@championzone.net	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:0
postmaster@vdb_v	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:0
postmaster@aol.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:50
postmaster@thawte.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:41
postmaster@unh.edu	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:20
info@buckeye-express.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:18
postmaster@ontheissues.org	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:07
hostmaster@yahoo.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 8:45
postmaster@boltinc.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:59
Admin@ghostscript.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:50
Admin@gamersite.net	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:48
hostmaster@contoso.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:35
info@ups.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:34
postmaster@frogdesign.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:13
Subject: Virus Found in message "mailing error" (98 items, 98 unread)		
info@gruntsmilitary.com	Virus Found in message "mailing error"	Tue 5/3/2005 7:02
register@4zx.kx	Virus Found in message "mailing error"	Tue 5/3/2005 6:46
service@erg.sri.com	Virus Found in message "mailing error"	Tue 5/3/2005 6:29
postmaster@itohws01.ee.noda.sut.ac....	Virus Found in message "mailing error"	Tue 5/3/2005 6:19
service@contoso.com	Virus Found in message "mailing error"	Tue 5/3/2005 3:20
Admin@freetype.org	Virus Found in message "mailing error"	Tue 5/3/2005 3:05
register@netscape.com	Virus Found in message "mailing error"	Tue 5/3/2005 2:31
webmaster@installshield.com	Virus Found in message "mailing error"	Tue 5/3/2005 2:20
info@blyo.com	Virus Found in message "mailing error"	Tue 5/3/2005 2:05
postmaster@championzone.net	Virus Found in message "mailing error"	Tue 5/3/2005 1:50
webmaster@sun.com	Virus Found in message "mailing error"	Tue 5/3/2005 1:33
postmaster@contoso.com	Virus Found in message "mailing error"	Tue 5/3/2005 1:26
register@championzone.net	Virus Found in message "mailing error"	Tue 5/3/2005 1:12
register@atlaswebmail.com	Virus Found in message "mailing error"	Tue 5/3/2005 12:5
service@aol.com	Virus Found in message "mailing error"	Tue 5/3/2005 12:5
Admin@planet.losandes.com.ar	Virus Found in message "mailing error"	Tue 5/3/2005 12:4
register@who.int	Virus Found in message "mailing error"	Tue 5/3/2005 12:3

1262 Items

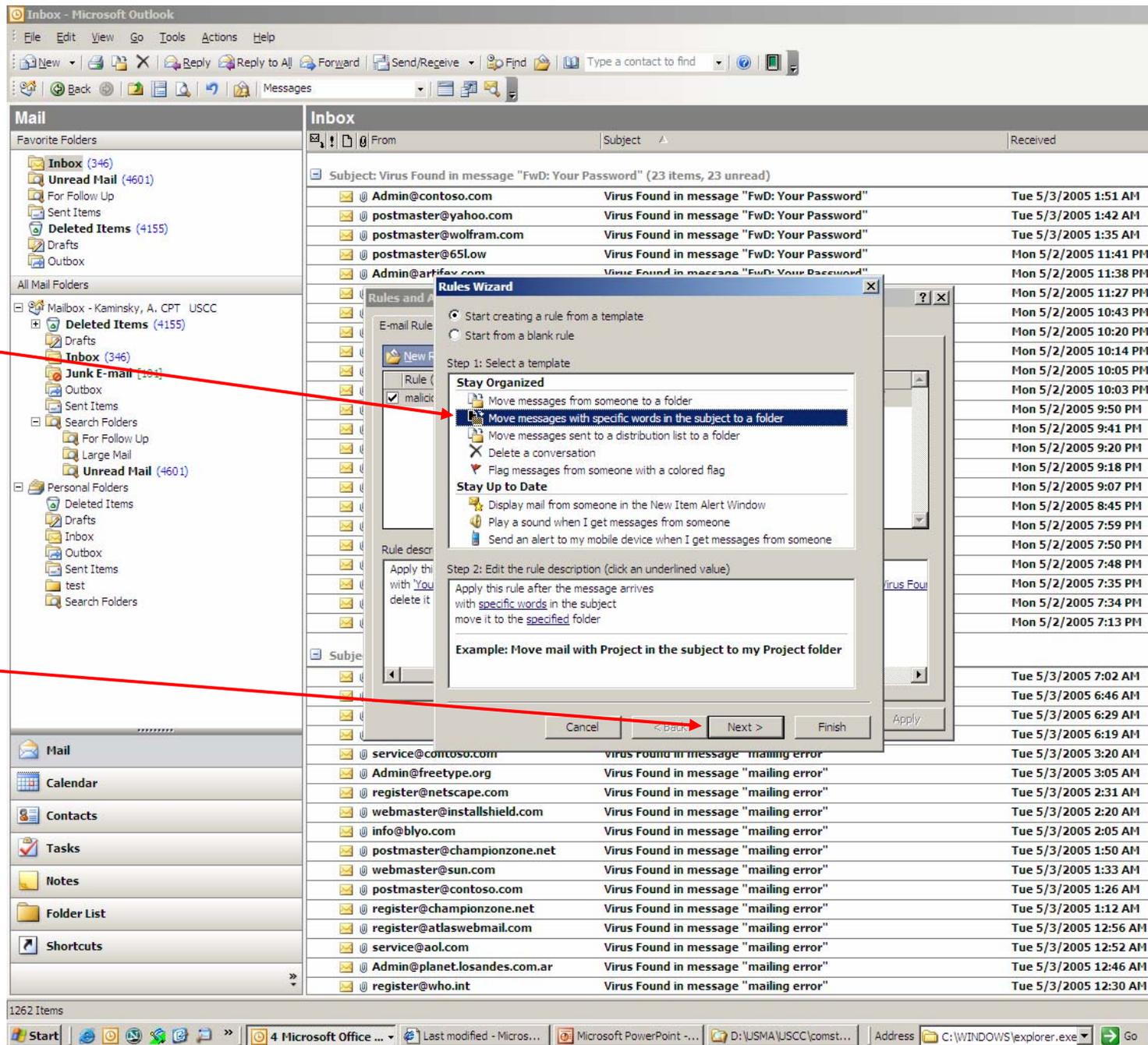
•Click on New Rule

The screenshot displays the Microsoft Outlook interface. On the left, the 'Mail' pane shows the folder structure, including 'Inbox (346)', 'Unread Mail (4601)', and 'Deleted Items (4155)'. The main window shows the 'Inbox' with a list of messages, all with the subject 'Virus Found in message "Fwd: Your Password"'. A 'Rules and Alerts' dialog box is open in the foreground, with the 'New Rule...' button highlighted by a red arrow. The dialog shows a rule named 'malicious email' with a description: 'Apply this rule after the message arrives with [Your Password] or [mailing error] or [Your email was blocked] or [Fwd: Your email was blocked] or [Virus Found] delete it'. The dialog also has buttons for 'OK', 'Cancel', and 'Apply'.

1262 Items

•There are several options you may do. This example is moving messages with specific words in the subject to a folder

•Click Next



•Again, there are several options. This example will look for words in the subject line of the e-mail

•Click on the “specific words” link to enter in your text

Inbox - Microsoft Outlook

File Edit View Go Tools Actions Help

New Reply Reply to All Forward Send/Receive Find Type a contact to find

Back Messages

Mail

Favorite Folders

- Inbox (346)
- Unread Mail (4602)
- For Follow Up
- Sent Items
- Deleted Items (4156)
- Drafts
- Outbox

All Mail Folders

- Mailbox - Kaminsky, A. CPT USCC
- Deleted Items (4156)
- Drafts
- Inbox (346)
- Junk E-mail [101]
- Outbox
- Sent Items
- Search Folders
 - For Follow Up
 - Large Mail
 - Unread Mail (4602)
- Personal Folders
 - Deleted Items
 - Drafts
 - Inbox
 - Outbox
 - Sent Items
 - test
 - Search Folders

Inbox

From Subject Received

Subject: Virus Found in message "FwD: Your Password" (23 items, 23 unread)

From	Subject	Received
Admin@contoso.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:51 AM
postmaster@yahoo.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:42 AM
postmaster@wolfram.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:35 AM
postmaster@65l.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11:41 PM
Admin@artifax.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11:38 PM
		Mon 5/2/2005 11:27 PM
		Mon 5/2/2005 10:43 PM
		Mon 5/2/2005 10:20 PM
		Mon 5/2/2005 10:14 PM
		Mon 5/2/2005 10:05 PM
		Mon 5/2/2005 10:03 PM
		Mon 5/2/2005 9:50 PM
		Mon 5/2/2005 9:41 PM
		Mon 5/2/2005 9:20 PM
		Mon 5/2/2005 9:18 PM
		Mon 5/2/2005 9:07 PM
		Mon 5/2/2005 8:45 PM
		Mon 5/2/2005 7:59 PM
		Mon 5/2/2005 7:50 PM
		Mon 5/2/2005 7:48 PM
		Mon 5/2/2005 7:35 PM
		Mon 5/2/2005 7:34 PM
		Mon 5/2/2005 7:13 PM
		Tue 5/3/2005 7:02 AM
		Tue 5/3/2005 6:46 AM
		Tue 5/3/2005 6:29 AM
		Tue 5/3/2005 6:19 AM
		Tue 5/3/2005 3:20 AM
		Tue 5/3/2005 3:05 AM
		Tue 5/3/2005 2:31 AM
		Tue 5/3/2005 2:20 AM
		Tue 5/3/2005 2:05 AM
		Tue 5/3/2005 1:50 AM
		Tue 5/3/2005 1:33 AM
		Tue 5/3/2005 1:26 AM
		Tue 5/3/2005 1:12 AM
		Tue 5/3/2005 12:56 AM
		Tue 5/3/2005 12:52 AM
		Tue 5/3/2005 12:46 AM
		Tue 5/3/2005 12:30 AM

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- with specific words in the subject
- from people or distribution list
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or distribution list
- with specific words in the body

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

Cancel < Back Next > Finish Apply

1262 Items

Start 4 Microsoft Office ... Last modified - Micros... Microsoft PowerPoint ... D:\USMA\USCC\comst... Address C:\WINDOWS\explorer.exe Go

•Type in the text you want Outlook to filter on.

The screenshot shows the Microsoft Outlook interface. The main window displays an inbox with a list of messages. A 'Rules Wizard' dialog box is open, showing the configuration for a new rule. The 'Search Text' dialog box is also open, allowing the user to specify words or phrases to search for in the subject of the messages. A red arrow points from the text on the left to the 'Search Text' input field.

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- with specific words in the subject
 - from people or distribution list
 - through the specified account
 - sent only to me

Search Text

Specify words or phrases to search for in the subject:

Search list:

1262 Items

From	Subject	Received
Admin@contoso.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1
postmaster@yahoo.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1
postmaster@wolfram.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1
postmaster@65Llow	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 1
Admin@artifax.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 1
service@contoso.com	virus found in message "mailing error"	Tue 5/3/2005 3
Admin@freetype.org	Virus Found in message "mailing error"	Tue 5/3/2005 3
register@netscape.com	Virus Found in message "mailing error"	Tue 5/3/2005 2
webmaster@installshield.com	Virus Found in message "mailing error"	Tue 5/3/2005 2
info@blyo.com	Virus Found in message "mailing error"	Tue 5/3/2005 2
postmaster@championzone.net	Virus Found in message "mailing error"	Tue 5/3/2005 1
webmaster@sun.com	Virus Found in message "mailing error"	Tue 5/3/2005 1
postmaster@contoso.com	Virus Found in message "mailing error"	Tue 5/3/2005 1
register@championzone.net	Virus Found in message "mailing error"	Tue 5/3/2005 1
register@atlaswebmail.com	Virus Found in message "mailing error"	Tue 5/3/2005 1
service@aol.com	Virus Found in message "mailing error"	Tue 5/3/2005 1
Admin@planet.losandes.com.ar	Virus Found in message "mailing error"	Tue 5/3/2005 1
register@who.int	Virus Found in message "mailing error"	Tue 5/3/2005 1

•The text I entered was the same as in the subject line of suspicious e-mail

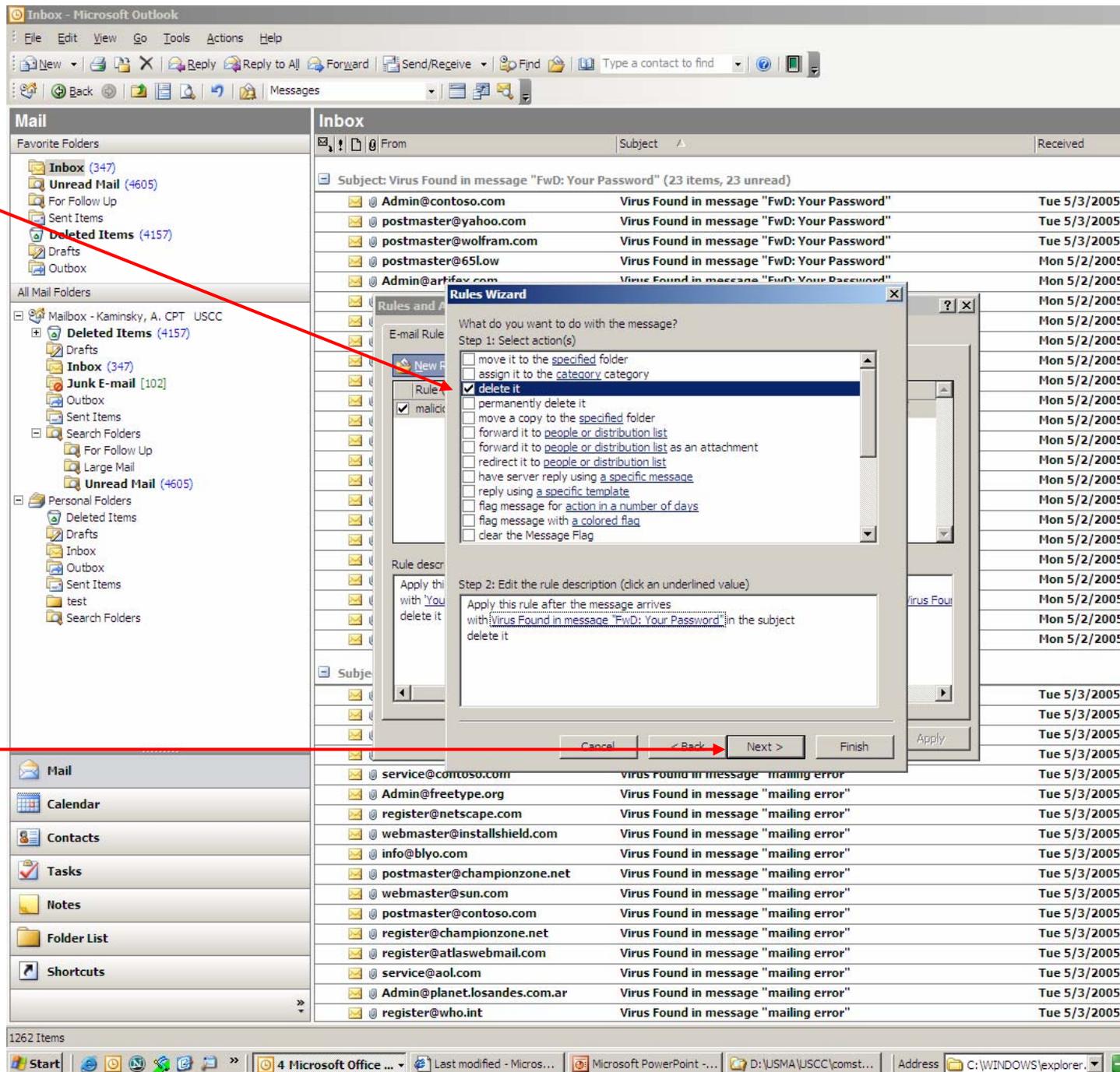
•Click Add

The screenshot shows the Microsoft Outlook interface. The left pane displays the 'Mail' folder structure, including 'Favorite Folders' (Inbox, Unread Mail, For Follow Up, Sent Items, Deleted Items, Drafts, Outbox) and 'All Mail Folders' (Mailbox - Kaminsky, A. CPT USCC, Deleted Items, Drafts, Inbox, Junk E-mail, Outbox, Search Folders, Personal Folders). The main pane shows an inbox with a list of emails, all with the subject 'Virus Found in message "FwD: Your Password"'. A 'Rules Wizard' dialog box is open, showing the 'E-mail Rule' configuration. The 'with specific words in the subject' condition is selected, and the 'Add' button is highlighted. A red arrow points from the text 'Click Add' to this button. Another red arrow points from the text 'The text I entered was the same as in the subject line of suspicious e-mail' to the subject line of the first email in the list.

From	Subject	Received
Admin@contoso.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:5
postmaster@yahoo.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:4
postmaster@wolfram.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:3
postmaster@65Low	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11
Admin@artifax.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11
service@contoso.com	virus found in message "mailing error"	Tue 5/3/2005 3:2
Admin@freetype.org	Virus Found in message "mailing error"	Tue 5/3/2005 3:0
register@netscape.com	Virus Found in message "mailing error"	Tue 5/3/2005 2:3
webmaster@installshield.com	Virus Found in message "mailing error"	Tue 5/3/2005 2:2
info@blyo.com	Virus Found in message "mailing error"	Tue 5/3/2005 2:0
postmaster@championzone.net	Virus Found in message "mailing error"	Tue 5/3/2005 1:5
webmaster@sun.com	Virus Found in message "mailing error"	Tue 5/3/2005 1:3
postmaster@contoso.com	Virus Found in message "mailing error"	Tue 5/3/2005 1:2
register@championzone.net	Virus Found in message "mailing error"	Tue 5/3/2005 1:1
register@atlaswebmail.com	Virus Found in message "mailing error"	Tue 5/3/2005 12
service@aol.com	Virus Found in message "mailing error"	Tue 5/3/2005 12
Admin@planet.losandes.com.ar	Virus Found in message "mailing error"	Tue 5/3/2005 12
register@who.int	Virus Found in message "mailing error"	Tue 5/3/2005 12

•You have options here on what you want to do with the e-mail once a match is made. In this example, the action is to send the message to the Deleted Items folder

•Click Next



- This screen allows for exceptions to the rule if you desire. This example has chosen none
- Click Next

The screenshot displays the Microsoft Outlook interface with the 'Rules Wizard' dialog box open. The dialog is titled 'Rules Wizard' and is currently on 'Step 1: Select exception(s) (if necessary)'. The 'E-mail Rule' section shows a rule named 'malicious' with a description 'Apply this rule after the message arrives with Virus Found in message "FwD: Your Password" in the subject delete it'. The 'Exceptions' list is empty. The 'Next >' button is highlighted with a red arrow. The background shows the Outlook interface with an inbox containing several messages with the subject 'Virus Found in message "FwD: Your Password"'. The interface includes a menu bar (File, Edit, View, Go, Tools, Actions, Help), a toolbar with icons for New, Reply, Reply to All, Forward, Send/Receive, Find, and Type a contact to find, and a navigation pane on the left with 'Mail' selected. The 'Mail' pane shows 'Favorite Folders' (Inbox (347), Unread Mail (4606), For Follow Up, Sent Items, Deleted Items (4158), Drafts, Outbox) and 'All Mail Folders' (Mailbox - Kaminsky, A. CPT USCC, Deleted Items (4158), Drafts, Inbox (347), Junk E-mail [102], Outbox, Sent Items, Search Folders, For Follow Up, Large Mail, Unread Mail (4606), Personal Folders, Deleted Items, Drafts, Inbox, Outbox, Sent Items, test, Search Folders). The bottom of the screen shows the Windows taskbar with the Start button, several application icons, and the system tray.

- You are almost done. Make up a name for the rule you have created. This example is named “delete bad e-mail”
- Click Finish

The screenshot shows the Microsoft Outlook interface. On the left is the 'Mail' sidebar with a folder tree. The main pane shows the 'Inbox' with a list of messages. A 'Rules Wizard' dialog box is open in the foreground, titled 'Rules Wizard'. The dialog has three steps: 'Step 1: Specify a name for this rule', 'Step 2: Setup rule options', and 'Step 3: Review rule description'. In Step 1, the text 'delete bad e-mail' is entered. In Step 2, the 'Turn on this rule' checkbox is checked. In Step 3, the rule description is 'Apply this rule after the message arrives with Virus Found in message "FwD: Your Password" in the subject delete it'. The 'Finish' button is highlighted with a red arrow. The background shows the Outlook inbox with several messages, all with the subject 'Virus Found in message "FwD: Your Password"'. The status bar at the bottom shows '1262 Items'.

Editing a rule

•To edit a rule
go to Tools |
Rules and
Alerts

The screenshot shows the Microsoft Outlook interface. The 'Tools' menu is open, and 'Rules and Alerts...' is highlighted. The main pane shows a list of emails, all with a 'Virus Found' warning. The list is organized into two sections: 'Subject: Virus Found in message "FwD: Your Password"' and 'Subject: Virus Found in message "mailing error"'. The bottom of the screen shows the Windows taskbar with several open applications.

From	Subject	Received
Subject: Virus Found in message "FwD: Your Password" (23 items, 23 unread)		
Admin@contoso.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:51
postmaster@yahoo.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:42
postmaster@wolfram.com	Virus Found in message "FwD: Your Password"	Tue 5/3/2005 1:35
postmaster@65Llow	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11:4
Admin@artifex.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11:3
service@championzone.net	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 11:2
info@aol.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:4
postmaster@freetype.org	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:2
postmaster@mcgraw-hill.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:1
Admin@championzone.net	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:0
postmaster@vdb_v	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 10:0
postmaster@aol.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:50
postmaster@thawte.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:41
postmaster@unh.edu	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:20
info@buckeye-express.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:18
postmaster@ontheissues.org	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 9:07
hostmaster@yahoo.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 8:45
postmaster@boltinc.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:59
Admin@ghostscript.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:50
Admin@gamersite.net	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:48
hostmaster@contoso.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:35
info@ups.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:34
postmaster@frogdesign.com	Virus Found in message "FwD: Your Password"	Mon 5/2/2005 7:13
Subject: Virus Found in message "mailing error" (98 items, 98 unread)		
info@gruntsmilitary.com	Virus Found in message "mailing error"	Tue 5/3/2005 7:02
register@4zx.kx	Virus Found in message "mailing error"	Tue 5/3/2005 6:46
service@erg.sri.com	Virus Found in message "mailing error"	Tue 5/3/2005 6:29
postmaster@itohws01.ee.noda.sut.ac....	Virus Found in message "mailing error"	Tue 5/3/2005 6:19
service@contoso.com	Virus Found in message "mailing error"	Tue 5/3/2005 3:20
Admin@freetype.org	Virus Found in message "mailing error"	Tue 5/3/2005 3:05
register@netscape.com	Virus Found in message "mailing error"	Tue 5/3/2005 2:31
webmaster@installshield.com	Virus Found in message "mailing error"	Tue 5/3/2005 2:20
info@blyo.com	Virus Found in message "mailing error"	Tue 5/3/2005 2:05
postmaster@championzone.net	Virus Found in message "mailing error"	Tue 5/3/2005 1:50
webmaster@sun.com	Virus Found in message "mailing error"	Tue 5/3/2005 1:33
postmaster@contoso.com	Virus Found in message "mailing error"	Tue 5/3/2005 1:26
register@championzone.net	Virus Found in message "mailing error"	Tue 5/3/2005 1:12
register@atlaswebmail.com	Virus Found in message "mailing error"	Tue 5/3/2005 12:5
service@aol.com	Virus Found in message "mailing error"	Tue 5/3/2005 12:5
Admin@planet.losandes.com.ar	Virus Found in message "mailing error"	Tue 5/3/2005 12:4
register@who.int	Virus Found in message "mailing error"	Tue 5/3/2005 12:3

1262 Items

The Windows taskbar shows the Start button on the left, followed by several open applications: Microsoft Office, Last modified - Micro..., Microsoft PowerPoint, D:\SMA\USCC\const..., Address, and C:\WINDOWS\explorer.exe.

•Click on
Change Rule

The screenshot displays the Microsoft Outlook interface. On the left is the 'Mail' pane with a folder tree. The main window shows an 'Inbox' with a list of messages, all with the subject 'Virus Found in message "FwD: Your Password"'. A 'Rules and Alerts' dialog box is open in the foreground, showing a list of rules. The 'Change Rule' button is highlighted with a red arrow. The rule 'delete bad e-mail' and 'malicious email' are checked. The rule description is: 'Apply this rule after the message arrives with Virus Found in message "FwD: Your Password" in the subject delete it'. The dialog has 'OK', 'Cancel', and 'Apply' buttons at the bottom.

From	Subject	Received
Admin@contoso.com	Virus Found in message "FwD: Your Password"	Tue 5/...
postmaster@yahoo.com	Virus Found in message "FwD: Your Password"	Tue 5/...
postmaster@wolfram.com	Virus Found in message "FwD: Your Password"	Tue 5/...
postmaster@65l.ow	Virus Found in message "FwD: Your Password"	Mon 5/...
Admin@artifex.com	Virus Found in message "FwD: Your Password"	Mon 5/...
service@contoso.com	Virus Found in message "mailing error"	Tue 5/...
Admin@freetype.org	Virus Found in message "mailing error"	Tue 5/...
register@netscape.com	Virus Found in message "mailing error"	Tue 5/...
webmaster@installshield.com	Virus Found in message "mailing error"	Tue 5/...
info@blyo.com	Virus Found in message "mailing error"	Tue 5/...
postmaster@championzone.net	Virus Found in message "mailing error"	Tue 5/...
webmaster@sun.com	Virus Found in message "mailing error"	Tue 5/...
postmaster@contoso.com	Virus Found in message "mailing error"	Tue 5/...
register@championzone.net	Virus Found in message "mailing error"	Tue 5/...
register@atlaswebmail.com	Virus Found in message "mailing error"	Tue 5/...
service@aol.com	Virus Found in message "mailing error"	Tue 5/...
Admin@planet.losandes.com.ar	Virus Found in message "mailing error"	Tue 5/...
register@who.int	Virus Found in message "mailing error"	Tue 5/...

• Highlight the rule to edit.
In this example the rule is named "delete bad e-mail"

The screenshot shows the Microsoft Outlook interface. On the left is the 'Mail' sidebar with a folder tree. The main pane shows an 'Inbox' with a list of emails, all with the subject 'Virus Found in message "FwD: Your Password"'. A dialog box titled 'Rules and Alerts' is open, showing the 'E-mail Rules' tab. A rule named 'delete bad e-mail' is selected and highlighted in blue. The 'Rule Actions' section shows 'delete bad e-mail' and 'malicious email' as actions. The 'Rule description' section contains the text: 'Apply this rule after the message arrives with Virus Found in message "FwD: Your Password" in the subject delete it'. A red arrow points from the text on the left to the rule name in the dialog box.

From	Subject	Received
Admin@contoso.com	Virus Found in message "FwD: Your Password"	Tue 5/3
postmaster@yahoo.com	Virus Found in message "FwD: Your Password"	Tue 5/3
postmaster@wolfram.com	Virus Found in message "FwD: Your Password"	Tue 5/3
postmaster@65Low	Virus Found in message "FwD: Your Password"	Mon 5/2
Admin@artifex.com	Virus Found in message "FwD: Your Password"	Mon 5/2
service@contoso.com	Virus Found in message "mailing error"	Tue 5/3
Admin@freetype.org	Virus Found in message "mailing error"	Tue 5/3
register@netscape.com	Virus Found in message "mailing error"	Tue 5/3
webmaster@installshield.com	Virus Found in message "mailing error"	Tue 5/3
info@blyo.com	Virus Found in message "mailing error"	Tue 5/3
postmaster@championzone.net	Virus Found in message "mailing error"	Tue 5/3
webmaster@sun.com	Virus Found in message "mailing error"	Tue 5/3
postmaster@contoso.com	Virus Found in message "mailing error"	Tue 5/3
register@championzone.net	Virus Found in message "mailing error"	Tue 5/3
register@atlaswebmail.com	Virus Found in message "mailing error"	Tue 5/3
service@aol.com	Virus Found in message "mailing error"	Tue 5/3
Admin@planet.losandes.com.ar	Virus Found in message "mailing error"	Tue 5/3
register@who.int	Virus Found in message "mailing error"	Tue 5/3

• I am adding the subject line that I want filtered

• click Add

The screenshot shows the Microsoft Outlook interface. On the left is the 'Mail' pane with a folder tree. The main window displays the 'Inbox' with a list of 1263 items. A 'Rules Wizard' dialog box is open, showing the 'Step 1: Select condition(s)' screen. The 'with specific words in the subject' checkbox is checked. A 'Search Text' dialog box is also open, showing the text 'Virus Found in message "Re:"' in the search field. The background shows the Outlook inbox with a list of 1263 items, all with the subject 'Virus Found in message "mailing error"'. The taskbar at the bottom shows the Start button and several open applications, including Microsoft Office, Microsoft PowerPoint, and a file explorer window.

