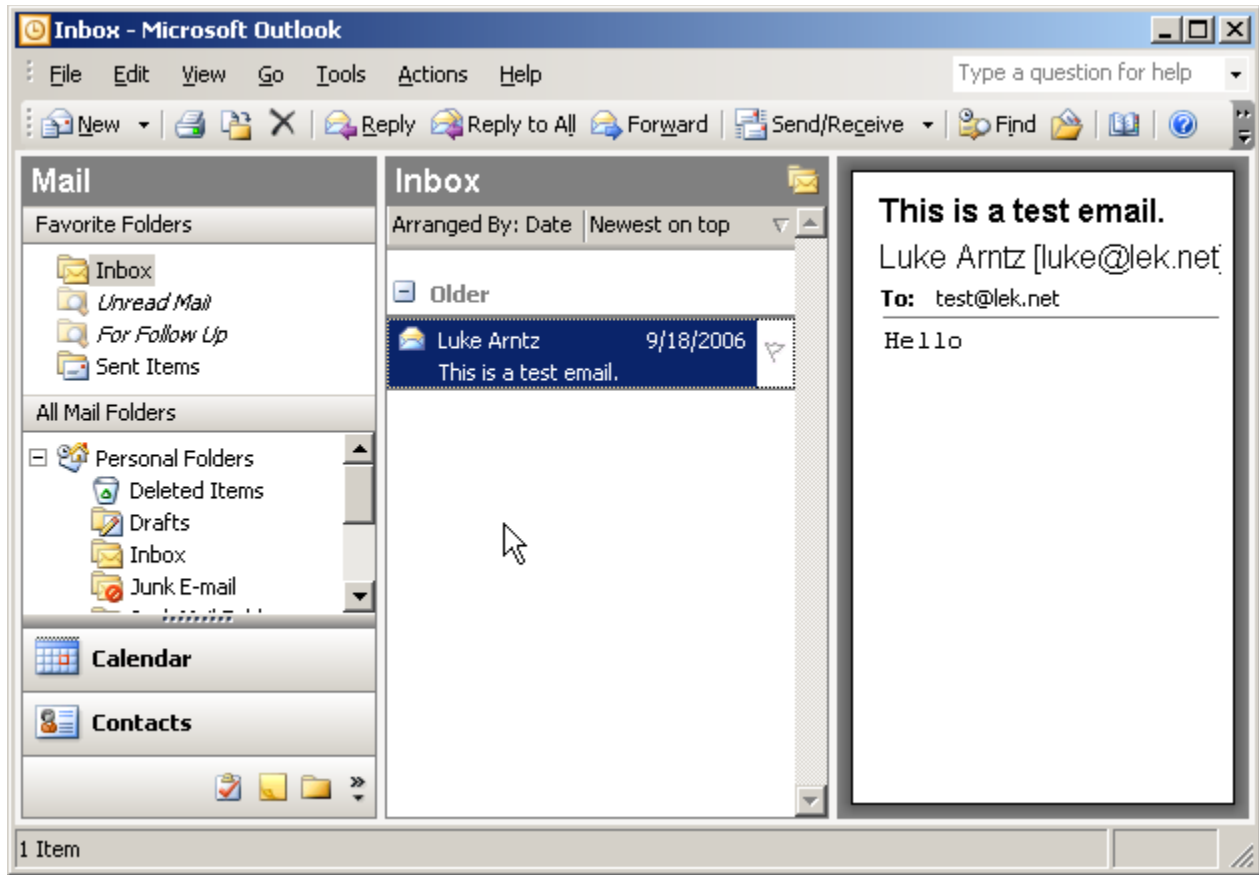


# LEK INTERNET SERVICES

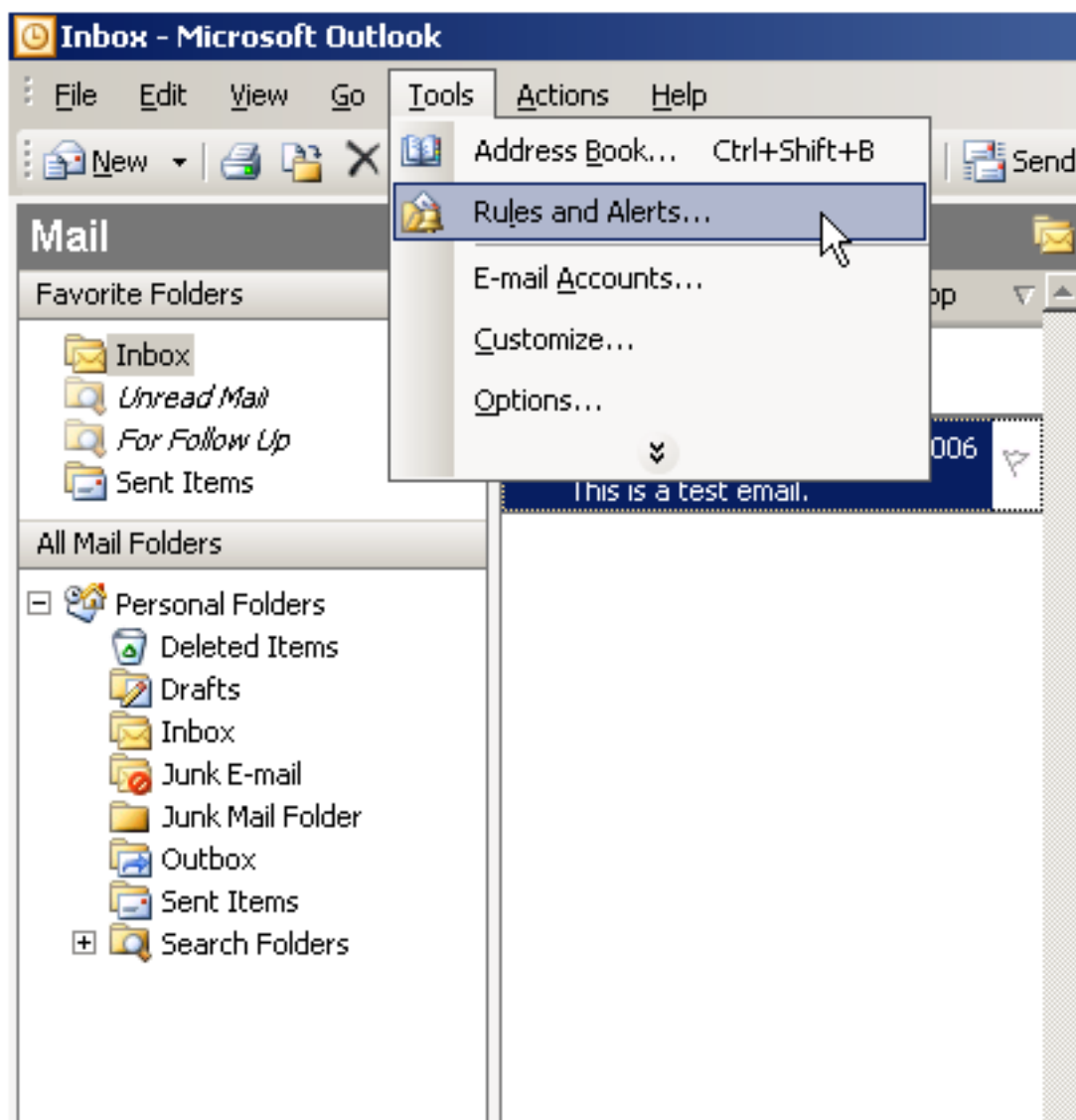
## HOW TO SET SPAM FILTERS IN OUTLOOK 2003 (LEK HOSTED EMAIL)



These are step-by-step instructions with one step per page. For additional questions about this document or any other technical support issues please contact [support@lek.net](mailto:support@lek.net) or call 330.762.2040 during regular business hours.

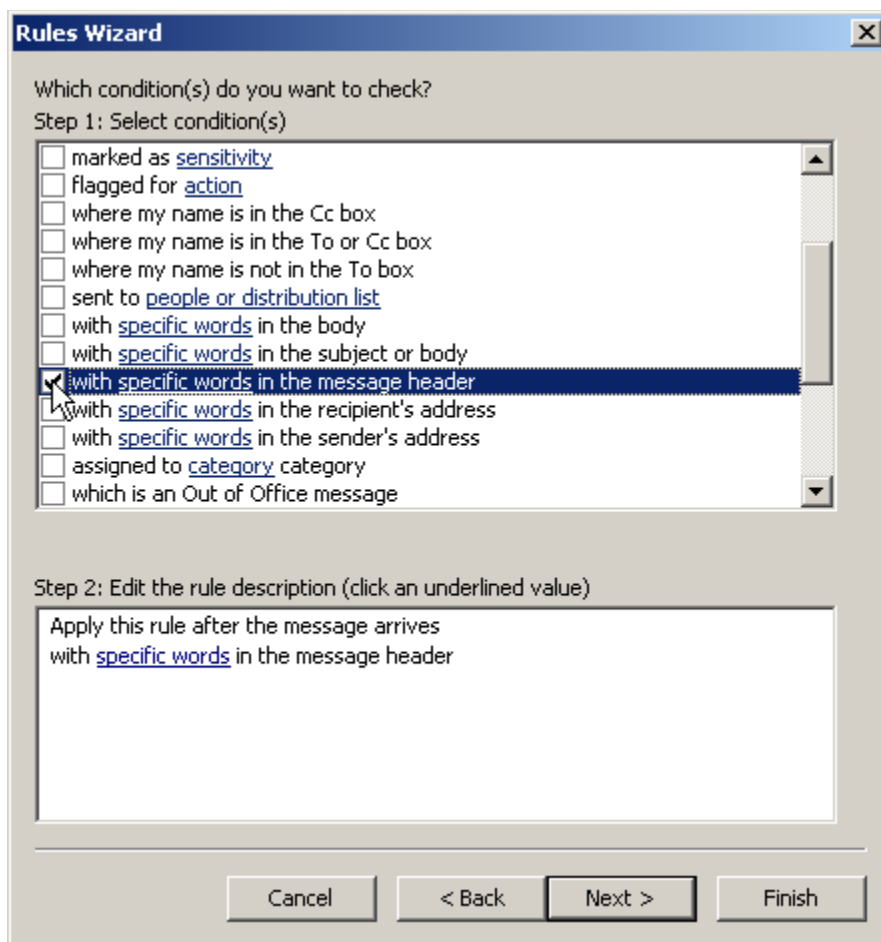
**Step 1:**

- Click on your Inbox in the main Outlook window.
- Go to the Tools menu and click "Rules and Alerts..."
- Under the E-Mail Rules tab select "New Rule..." This will open the "Rules Wizard".
- On the Rules Wizard window click "Start from a blank rule"



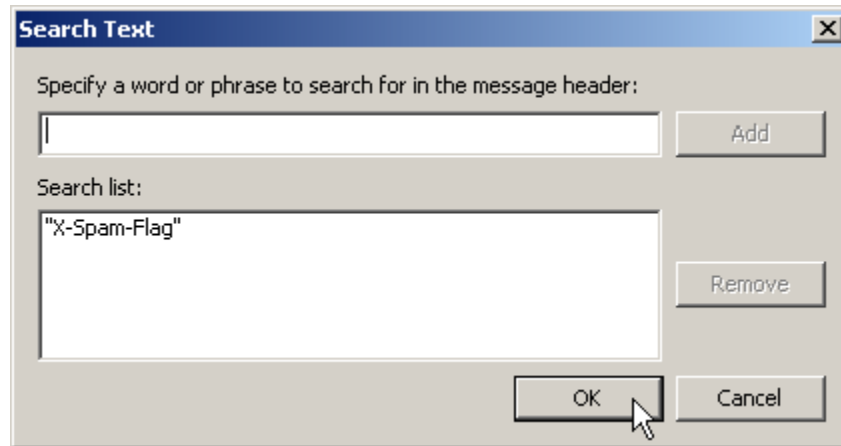
**Step 2:**

- Click to highlight "Check messages when they arrive" and click Next.
- Under the text box labeled "Step 1: ..." check the box next to the "with specific words in the message header" option.
- Under the text box labeled "Step 2: ..." click the underlined words "specific words".



**Step 3:**

- Type **X-Spam-Flag** (this is case sensitive and must be typed exactly as it appears in this document) in the "Search Text" window and click Add. Then click OK.



**Step 4:**

- You should now be back at the Rules Wizard window. Check the box next to "move it to the specified folder" in the text boxed labeled "Step 1: ..."
- Under the text box labeled "Step 2: ..." click the word specified and select the folder where you would like the spam delivered. Click OK on the folder selection window and click Finish on the Rules Wizard window.
- Any new messages received that are marked as spam should be delivered to the folder specified above.

