Spam filtering setup: Microsoft Outlook 2003:
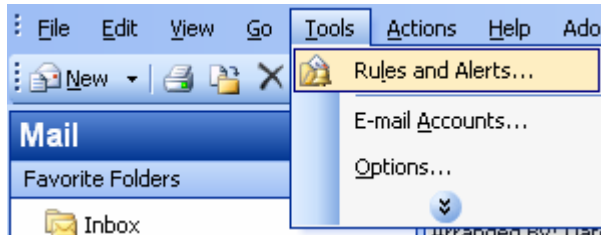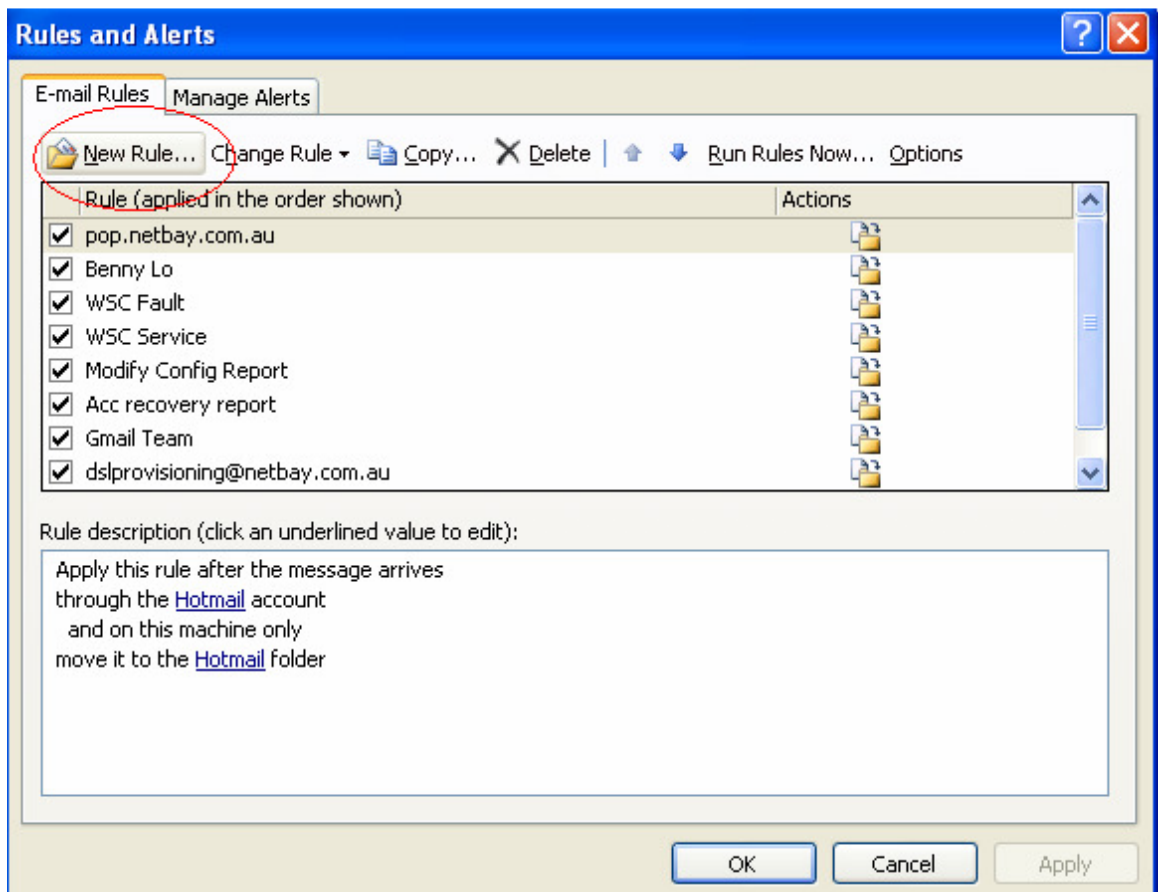
1. Open up MS Outlook 2003
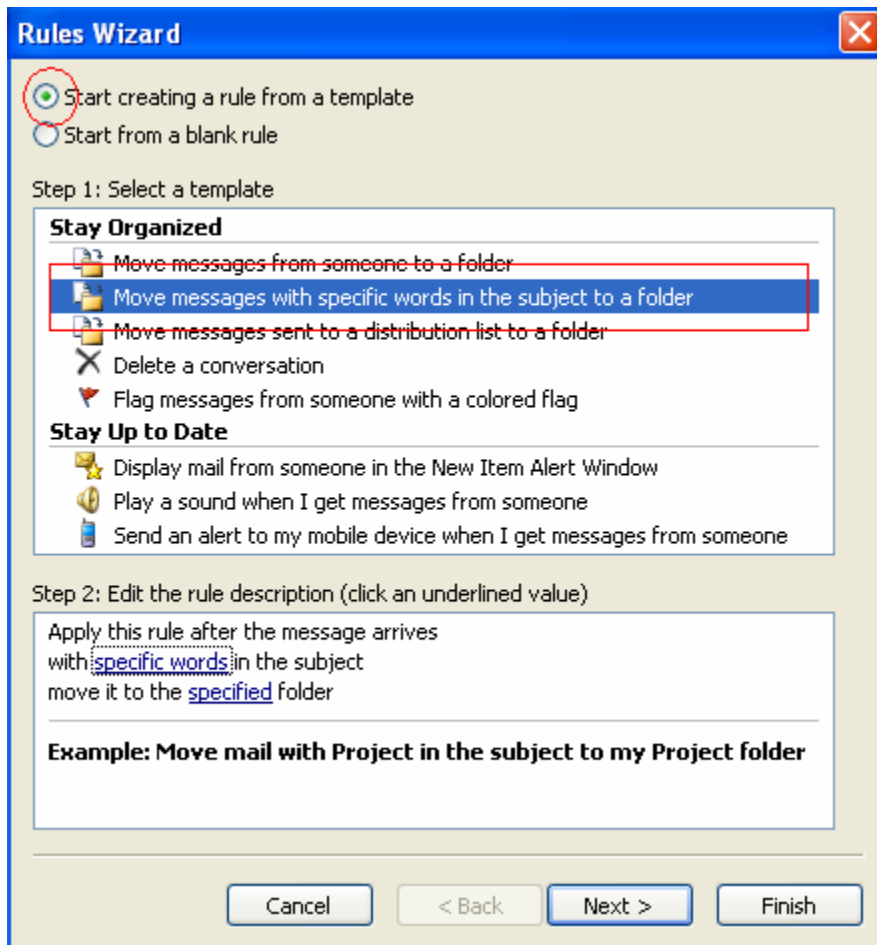2. Click on Tools – **Rules and Alerts**

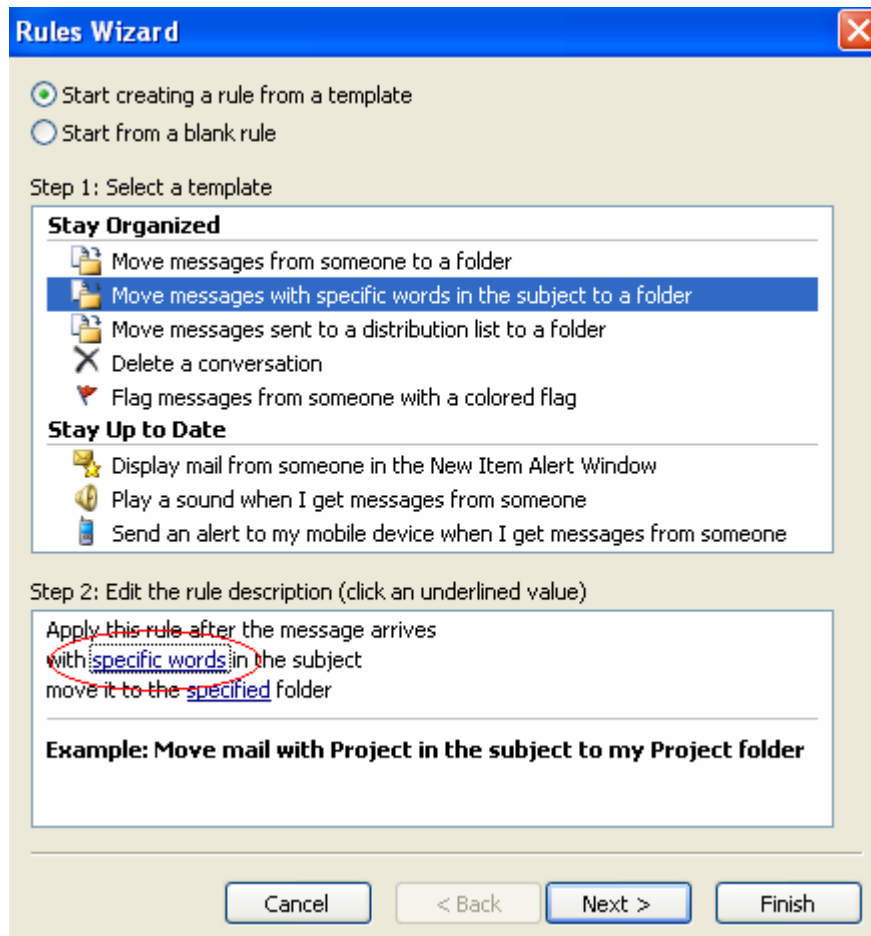
3. Click on **New Rule**

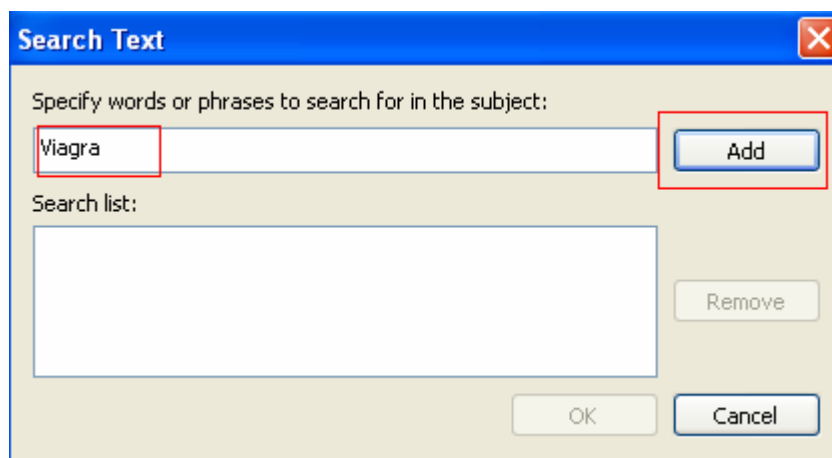4. Select **Start creating a rule from a template**.

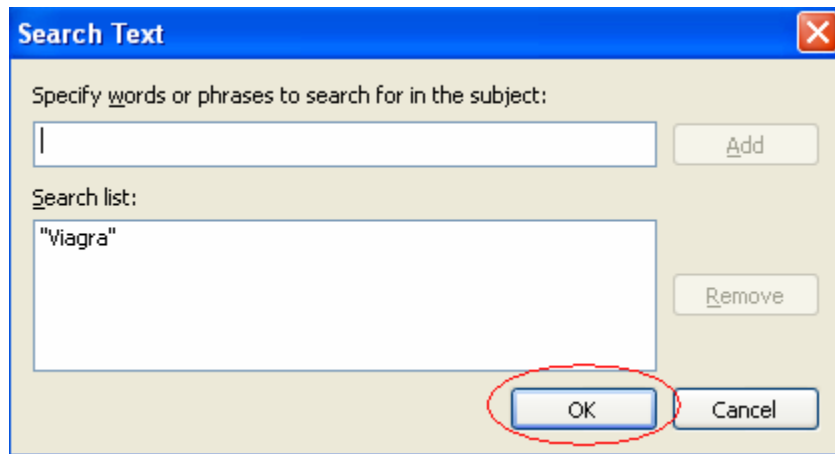   Highlight **Move messages with specific words in the subject to a folder**.

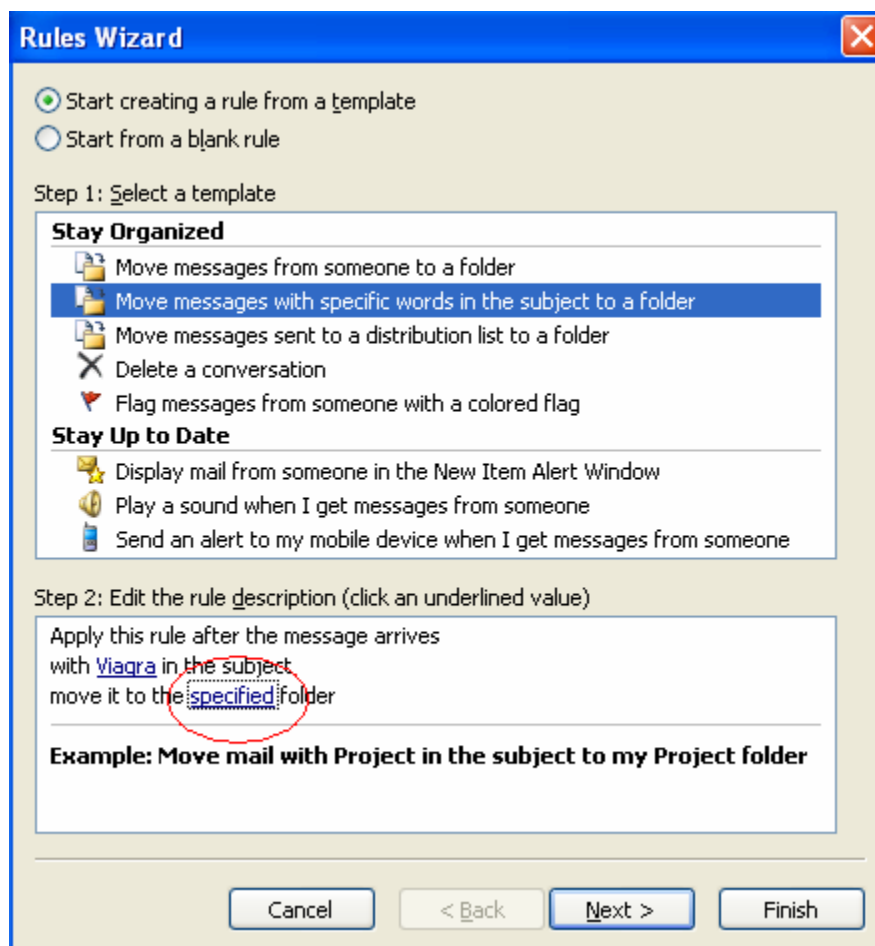5. Click on **specific words** in Step 2: Edit the rule description

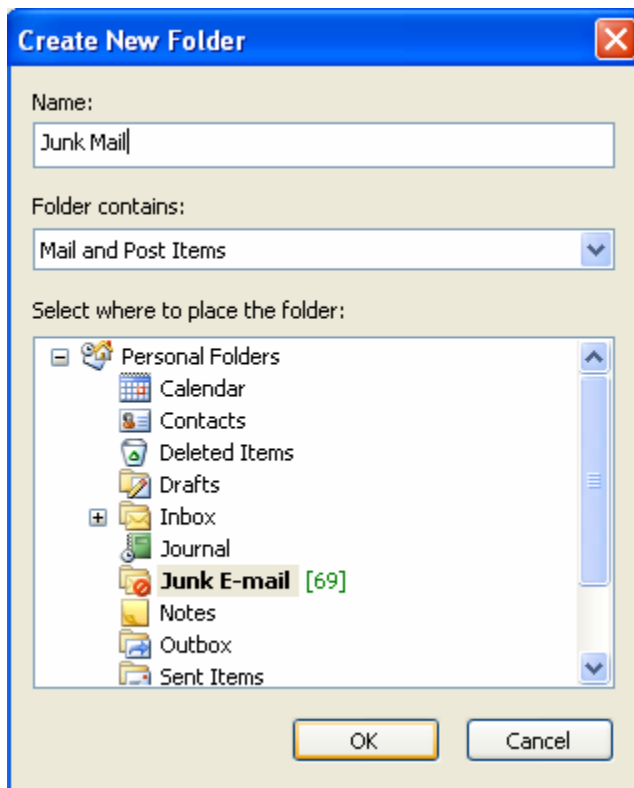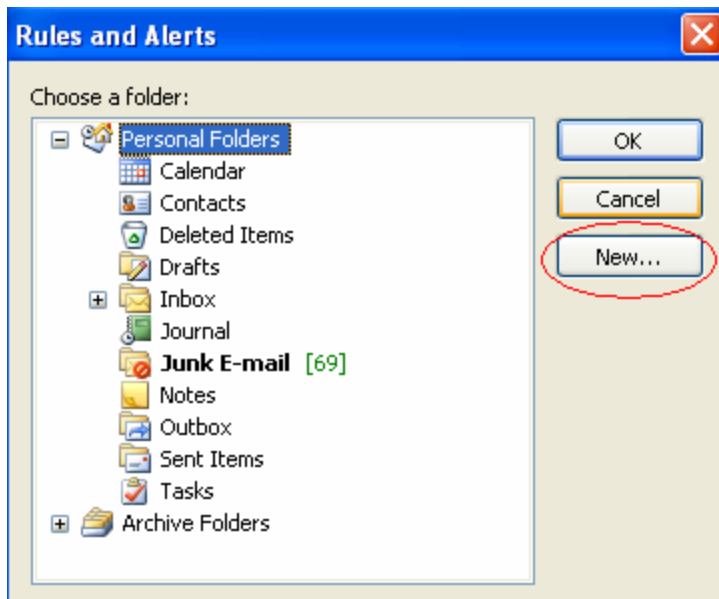6. Type in a keyword (e.g. Viagra) and click on **Add**.
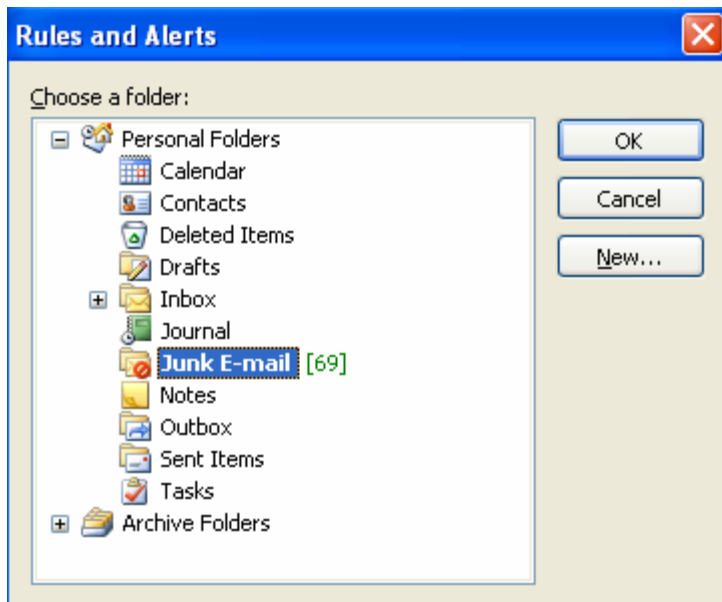
7. Click "OK"

8. Click on **specified** in Step 2: Edit the rule description

9. Make a new folder, and name it **Junk Mail**

10. Highlight the Junk Mail Folder and click OK, then **Next**.

11. Click Finish, then Apply.