

Outlook Express: Consider using Rules for organization and spam deletion!!



Hi Everyone, I am a big fan of Lockernome and their newsletters. I've been getting them for at least three or four years now. But, there is one point, that I consider major about this article totally missed! Rules are great for getting rid of spam! Make a rule using the following instructions, but messages that contain keywords in the "subject line" or "body of the message" can be marked for deletion by just using a rule. You know... I don't own a penis of my own, I didn't even know I needed mine enlarged... so I just have the program look for the "P" word and toss it. Other words I have learned to include are mortgage, viagra, babes! I have a long list, and most of my 200 or so spams a day get tossed out this way. And you don't have to have large volumes of mail to use rules. Sometimes, it just helps you stay organized. Every email I get from Rootsweb Forum (about 20 a day) goes into a Genealogy Folder. Anything coming in about my son, goes to my Wesley Folder, All my clients have their own folder, right down to Image 2000, SrugglingReaders.com, and HilaryFMarkcx.com. Uncles, Aunts, and cousins, have their own folders. It's just easier for me to find what I want when I want it that way. (You know, I wish the rest of my life were this organized!) So, if you use Outlook Express, or the full version of Outlook, consider using Rules for organization and spam deletion !! Love to you all, Peg

"Rules are very useful for managing high volumes of messages. For example, instead of having them all end up in your Inbox, you can create rules that will sort incoming messages and place them in different folders. You can create rules in Outlook Express (included with Windows XP), using the steps outlined below.

1. Open Outlook Express.
2. Click the Tools menu option, point to Message Rules, and select Mail.
3. Select one or more conditions for the rule. For example, if you select Where the From Line Contains People, the mail message must be from the sender you specify in the rule before any processing occurs.

4. After you have specified the conditions, you must edit the value for each condition by selecting the hyperlink under Rule Description. For example, if you selected Where the To line contains people, you must then specify the particular senders.
5. Specify the actions for the rule. Outlook Express will take these actions if a mail message meets all the conditions. For example, you can Move it to the specified folder.
6. Edit the values for the actions by selecting the hyperlink under Rule Description. For example, if you select the rule Move It to the Specified Folder, you then have to edit the value of the rule and tell Outlook Express which particular folder mail should be placed in.
7. Type a descriptive name for the rule.
8. Click OK.
9. Click Ok the close the Message Rule dialog box."