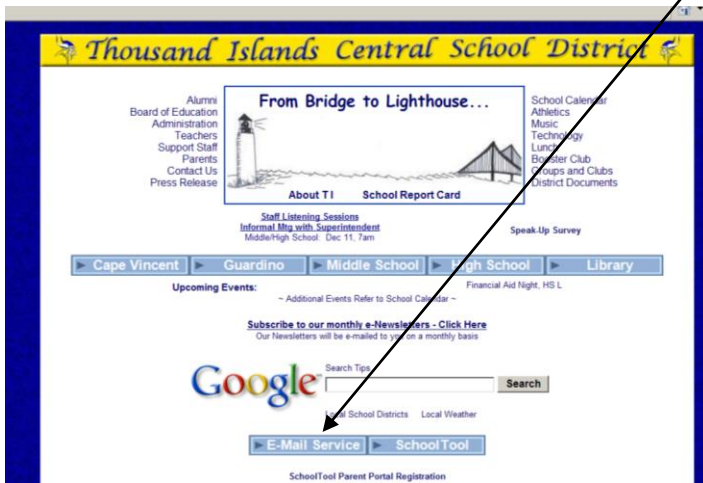
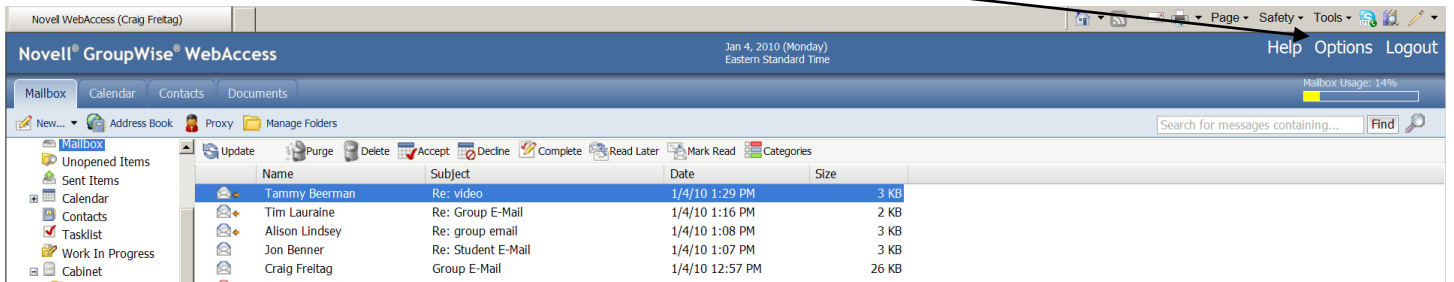


## Blocking Junk E-Mail

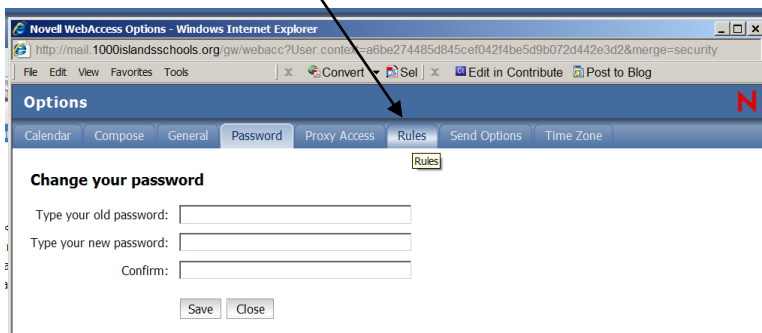
1. Log in to your E-Mail Service from the website



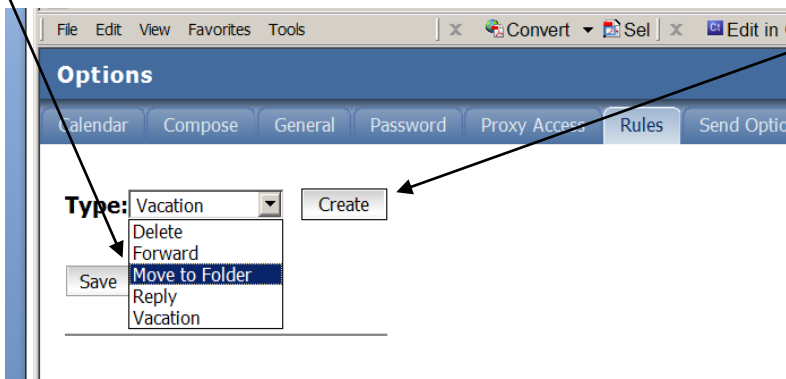
2. Click *Options* in the upper right corner.



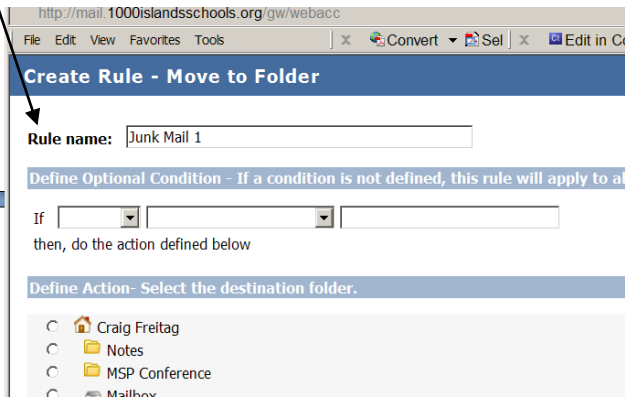
3. Click Rules.



4. Select Move to Folder from the drop-down menu of the *Type* field, then click *Create*.

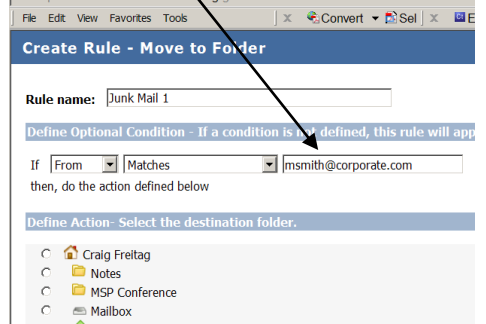
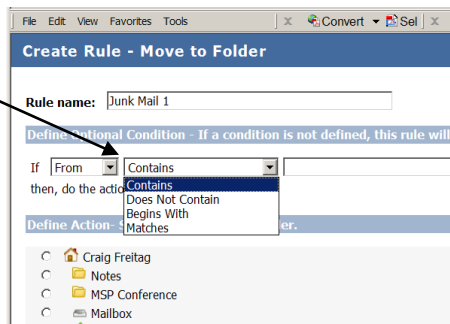
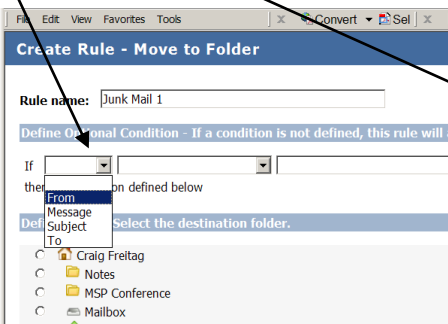


5. Type a name in the Rule name field, such as "Junk Mail Rule 1", each new rule will need a different name



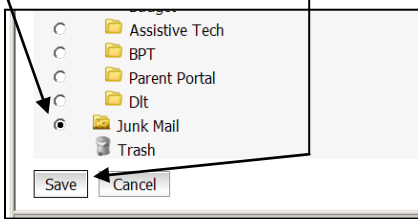
6. Use Define Conditions to add specific information to your rule.

- a. In the first condition field, select *From*, or Message, or Subject, or To – depending what you want to Junk
- b. In the second condition field, select Contains or Does Not Contain or Begins With or Matches
- c. In the last condition field, type the name of the person or a specific Internet domain as it displays in the *From:* field of a mail message. For example: msmith@corporate.com or @corporate.com.

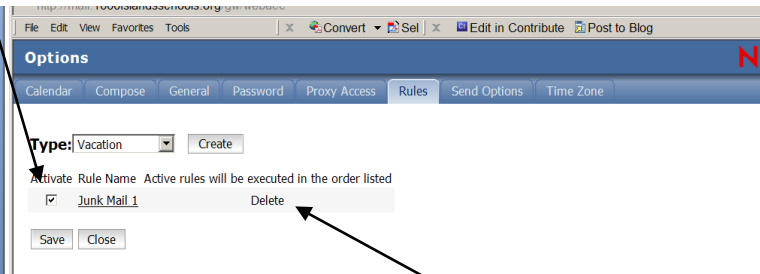


7. Select the Junk Mail folder as the destination folder.

8. Click Save.



9. Verify that the check box is selected next to the rule you just created, then click *Close*.



10. These rules can be deleted anytime