

PERMANENTLY DELETE SPAM

AUTOMATICALLY: (OUTLOOK 2000 PC VERSION)

1. Go to your Inbox folder.
2. From the Menu Bar, click on Tools.
3. From the drop down menu, Select Rules Wizard.
4. Click on the New button.
5. Click on 'Delete a Conversation' on the top window.
6. Under Rule Description, click on "specific words".
7. Type "SPAM" where it states 'Specify words or phrases to search for in the subject'. Click Add.
8. Click OK.
9. Click Next two times.
10. Place a check mark on 'permanently delete it'.
11. A warning message will appear. Click Yes.
12. Click Finish.
13. A message will appear stating that this is only a 'client-only rule, and will process only when Outlook is running'.
14. Click OK.
15. Click OK to close Rules Wizard.



WHAT YOU CAN DO TO BLOCK SPAM:

1. Do not buy anything promoted in a spam. Even if the offer is not a scam, you are helping to finance spam.
2. Disable your Preview Pane to prevent the sender of the spam from receiving a notice of receipt from your account. (From the menu bar, select View, then select Preview Pane. This is a toggle button that will enable/disable when

MISTAKES TO AVOID SPAM:

1. DO NOT click on an e-mail's "unsubscribe" link. That informs the sender you are there.
2. DO NOT forward chain letters, petitions, or virus warnings. All could be a spammer's ploy to collect addresses.
3. DO NOT disclose your address or password to a site without checking its privacy policy. Uncheck "check boxes" that grant the site or its partners permission to send you anything nonessential.



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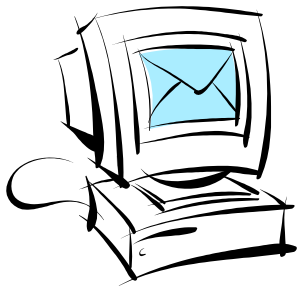
LOS ANGELES UNIFIED SCHOOL DISTRICT
INFORMATION TECHNOLOGY DIVISION
DESKTOP APPLICATIONS

How to Deal with SPAM



What is Spam?

Spam is electronic junk mail. It floods the Internet with multiple copies of the same message, in an attempt to force the message on people who would not otherwise choose to receive it. Most spam is commercial advertising, often for dubious products, get-rich-quick schemes, or quasi-legal services. Spam costs the sender very little to send - most of the costs are paid for by the recipient or the carriers rather than by the sender.



Instructions below have been provided for you as a means to filter out those unwanted e-mails using the Rules Wizard in Microsoft Outlook. It is geared to permanently delete the messages from your mailbox.

PERMANENTLY DELETE SPAM

AUTOMATICALLY: (OUTLOOK 2002 PC VERSION)

1. Go to your Inbox Folder.
2. From the Menu Bar, click on Tools.
3. From the drop down menu, select Rules Wizard. Rules Wizard dialog box appears.
4. Make sure that 'Apply changes to this folder' shows "Inbox [Microsoft Exchange Server]". Click on New.
5. Click on the radio button next to 'Start from a blank rule'.
6. In the top window, select "Check messages when they arrive".
7. Click on Next.
8. Click on the check box next to 'with specific words in the subject'.
9. Under Rule Description, click on "specific words". Search text dialogue box appears.
10. Type "SPAM" where it states 'Specify words or phrases to search for in the subject'. Click Add.
11. Click OK.
12. Click Next.
13. Rules Wizard asks what you would like to do next. Select 'Permanently delete it'.
14. A warning message will appear informing you that all messages deleted cannot be retrieved. Click Yes.
15. Click Finish.
16. A message will appear stating that this is only a 'client-only rule, and will process only when Outlook is running'. Click OK.
17. Confirm a new rule called "Spam" has been created and is placed on the top of all existing rules.
18. Click OK.

