Setting a Spam rule in Outlook 2010

1. Open Outlook 2007 and select **Inbox**.

2. Click on **Rules** in the ribbon bar.
3. Choose **Create Rule** from the drop down menu.
4. Click the **Advanced Options** button.
5. Check **sent to YOUR NAME**. (where YOUR NAME is your first and last name)
6. Check with **specific words in the body** under the Step 1 section.
7. Click the **specific words** link under the Step 2 section (It is blue and underlined).
8. Type **spamscore** into the Specify words or phrases to search for in the body field.
9. Click **Add**.

10. Click **OK**.
11. Click **Next**.
12. Check **move it to the specified folder** under the Step 1 section.
13. Click the **specified** link in the Step 2 section (it is in blue text and underlined).
14. Select the **Junk E-mail** folder.
15. Click **OK**.
16. Click **Next**.

17. Click **Next**.
18. Click **Finish**.