

OL2000: How to Filter Junk and Adult Content E-mail

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SUMMARY

There is a growing business in using e-mail messages as a direct marketing tool. If you do not wish to receive these kinds of messages, Microsoft Outlook 2000 can filter such messages and automatically move them from your Inbox to a Junk E-mail folder, your Deleted Items folder, or other folder you specify. Outlook can also color-code these messages.

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MORE INFORMATION

Outlook bases its filtering for junk or adult content e-mail on an internal list of terms and a list of specific e-mail addresses. You cannot modify the internal list of filtering terms, however Outlook maintains a list of e-mail addresses of senders of commercial or adult content; you can add to this list as you get unwanted e-mail messages.

To Automatically Move or Delete Messages Based on Content

1. From the Inbox folder, on the **Tools** menu, click **Organize**.

2. Click **Junk E-Mail**.
3. In the **Automatically action Junk messages** list, click to select **Move**, click to select the destination folder from the list, and then click **Turn On**.
4. In the **Automatically action Adult messages** list, click to select **Move**, click to select the destination folder from the list, and then click **Turn On**.

As Outlook receives messages it will move them to the specified folders if they contain content matching the internal list of terms. If you wish to color-code these messages rather than move them, select **Color** from the list and then select the color you want to apply.

To Automatically Move or Delete Messages Based on Sender

1. Right-click a message from an unwanted sender, and on the shortcut menu point to **Junk E-Mail**.
2. Click either **Add to Junk Senders list** OR **Add to Adult Content Senders** list.

Outlook adds the sender of the e-mail to the selected list and takes the specified action to either move or color-code the message.

To Update the List of Unwanted E-mail Senders

1. From the Inbox folder, on the **Tools** menu, click **Organize**.
2. Click **Junk E-Mail**.
3. Scroll to the bottom of the Organizer window and then click **Click Here**.
4. To change the commercial e-mail list, click **Edit Junk Senders**.
5. To change the Adult Content list, click **Edit Adult Content Senders**.

Outlook adds the sender of the e-mail to the selected list and takes the specified action to either move or color-code the message.

To Make an Exception to Your Filtered Content List

1. On the **Tools** menu, click **Rules Wizard**.
2. In the **Apply rules in the following order** box, click **Exception List**.
3. In the **Rule Description** box, click **Exception List**.
4. Click **Add**.
5. Enter the e-mail address you want to make an exception.

Messages from the e-mail address that you entered will remain in your Inbox, even if the content contains phrases found in the internal list of filtering terms.

NOTE: The Exception rule will not work for e-mail addresses within your own intranet.

To Change the Destination Folder for Junk Messages

1. From the Inbox folder, on the **Tools** menu, click **Organize**.
2. Click **Junk E-Mail**.
3. Click **Turn Off for Junk messages**.
4. In the list of folders, click to select **Other Folder**.
5. In the **Choose A Folder** list, click to select a folder and then click **OK**.
6. Click **Turn On**.

To Change the Destination Folder for Adult Content Messages

1. From the Inbox folder, on the **Tools** menu, click **Organize**.
2. Click **Junk E-Mail**.
3. Click **Turn Off for Adult Content Messages**.
4. In the list of folders, click to select **Other Folder**.
5. In the **Choose A Folder** list, click to select a folder and then click **OK**.
6. Click **Turn on**.

As Outlook receives unwanted messages it will move them to the newly specified folders.