

Outlook Express 6

Outlook Express does not have a junk mail filter built in like Outlook 200x. You can create rules that will do essentially the same thing.

To create a rule for e-mail messages

1. On the **Tools** menu, point to **Message Rules**, and then click **Mail**.

Message rules cannot be created for IMAP or HTTP e-mail accounts.

2. If this is the first rule you are creating, proceed to step 3. Otherwise, on the **Mail Rules** tab, click **New** and proceed to step 4.
3. Select the conditions for your rule by selecting the desired check boxes in the **Conditions** section. (You must select at least one condition.)

You can specify multiple conditions for a single rule by selecting more than one check box. Click the **and** hyperlink in the **Rule Description** section to specify whether all of the rule conditions must be met before the specified action occurs (and), or whether at least one must be met (or).

4. Specify the actions for your rule by selecting the desired check boxes in the **Actions** section. (You must select at least one condition.)
5. Click the underlined hyperlinks in the **Rule Description** section to specify the conditions or actions for your rule.

You can click **contains people** or **contains specific words** in the **Rule Description** section to specify the people or words you'd like Outlook Express to look for in messages. If you enter multiple people or multiple words per condition, use the **Options** button in the **Select People** or **Type Specific Words** dialog boxes to further customize the condition.

6. In the **Name of the rule** text box, select the default name or type a new name for your rule, and then click **OK**.

Notes

- You can create a new rule by selecting an existing one on the **Message Rules** tab and clicking **Copy**. This is helpful when the new rule you want to create is similar to an existing one.
- You can create a rule from a message by selecting an e-mail message in the main window and then on the **Message** menu clicking **Create Rule from Message**. This helps by automatically filling in the name of the person on the **From** line; no other information from the message, however, is entered into the rule.

To change a rule

1. On the **Tools** menu, point to **Message Rules**, and then click **Mail** or **News**, depending on the type of rule you want to change.
2. Select the rule you want to change, and click **Modify**.
3. Make your changes in the **Edit Rule** dialog box, including renaming the rule, and then click **OK**.

Blocking unwanted messages

You can control the e-mail and news messages you get in Outlook Express in several ways. You can block certain people from sending you e-mail, you can hide conversations that don't interest you, and you can guard against being sent damaging code in e-mail by setting security levels.

The following topics provide more information:

To block messages from a sender or domain

You can block messages from a particular sender or domain. The domain is the name following the @ symbol in an e-mail address.

When you block a sender or domain, no e-mail or news message from that sender or domain will arrive in your Inbox or in the news messages you read. E-mail from blocked senders goes directly into your Delete folder. Newsgroup messages from blocked senders are not displayed.

1. From your e-mail Inbox or the list of messages in a newsgroup, select a message from a sender you want to block.
2. On the **Message** menu, click **Block Sender**.

Notes

- Blocking a sender applies to standard POP e-mail only. It does not apply to HTTP e-mail or IMAP messages.
- To remove a sender or domain from the Blocked Senders list, on the **Tools** menu, point to **Message Rules**, and then click **Blocked Senders List**. Select the sender or domain, and then click **Remove**.

To manage the blocked senders list

1. On the **Tools** menu, point to **Message Rules**, and then click **Block Senders List**.
2. To remove a sender or domain from the list, select the name and click **Remove**.
3. To change a sender's name or domain on the list, select the name and click **Modify**. Make your changes in the dialog box and click **OK**.
4. To add a new sender or domain to the list, click **Add**. Enter the information in the dialog box and click **OK**.
5. Click **OK** in the **Message Rules** dialog box to apply rules that have been added or changed.

To set security zones

In Outlook Express, security zones enable you to choose whether or not active content, such as ActiveX Controls and scripts, can be run from inside HTML e-mail messages. You can choose a moderate security level that allows most active content to run, or you can choose a more restrictive security level.

1. On the **Tools** menu, click **Options**, and then click the **Security** tab.
2. In the **Security Zones** section, choose an Internet Explorer security zone:
 - Choose **Internet zone** for standard use. It is used by a majority of Outlook Express users.
 - Choose **Restricted sites zone** to create a more secure environment.

Note

- You can adjust the security level of these and other zones in Internet Explorer. The security settings that you make in Internet Explorer also apply to Outlook Express. In Internet Explorer, on the **Tools** menu, click **Internet Options**, and then adjust your settings on the **Security** tab.