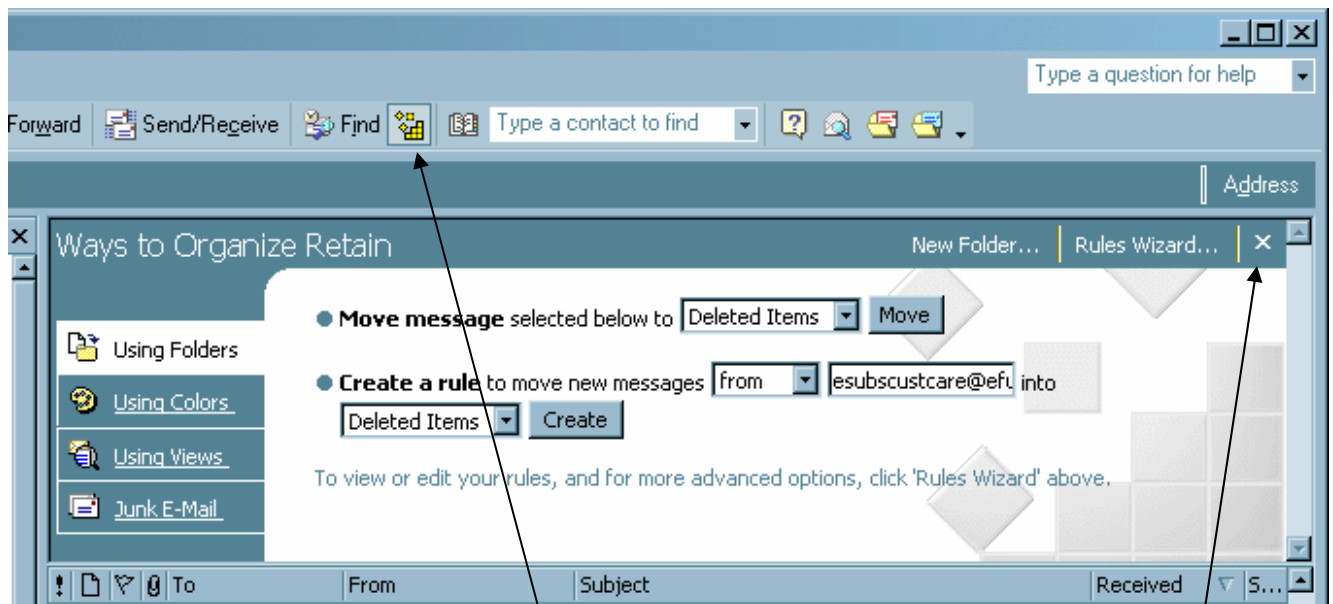


Automatically Delete Unwanted E-Mail with Organizer

Open Outlook (E-mail):



Open the Inbox or the folder where you have the unwanted email message.

Click on one of the email messages from that address.

Go to the Tools menu and select Organize.

Or click on Organize on the toolbar.

Click on “Using Folders”, if it is not already selected.

In the second line it should say:

Create a rule to move new messages ...

Click on the down arrow and select **“from”** if not already selected.

The **next text box** should show the **address of the unwanted email**

Click on the down arrow on the **last text box** and **select the Deleted Items** folder or the folder where you want to automatically put the unwanted mail.

Click Create.

Click on the X in the top right corner to close the Organize window.

This is a quick way to create a Rule to get rid of unwanted emails. After you create the Rule, all emails from this email address will go directly into the Deleted Items folder.