

Filtering out Junk Email

Outlook XP Version

In much the same way that retailers and businesses use mailing lists of postal addresses to send potential clients catalogs and other information, others use e-mail messages as a direct marketing tool. If you do not want to receive these messages, Microsoft Outlook can automatically move them from your **Inbox** to your **Deleted Items** folder or to any other folder you specify. Outlook creates a folder called **Junk Mail**, where you can move junk e-mail and then review it before deleting. Or, you can have junk e-mail delivered to your **Inbox**, but color coded so you can easily identify it. The list of terms that Outlook uses to filter suspected junk e-mail messages can be found in a file named Filters.txt.

You can also filter messages based on the e-mail addresses of junk and adult content senders, allowing you to move or delete all future messages from a particular sender. You can review the Junk Senders list and add and remove e-mail addresses from it.

Automatically delete, move, or color-code all junk e-mail messages

1. On the toolbar, click **Organize**.
2. Click **Junk E-mail**.
3. Select the options you want, and click **Turn on** for each set of options you choose.

Add someone to the Junk Senders list

1. In **Inbox**, click a message from the sender whose messages you want to automatically delete.
2. On the **Actions** menu, point to **Junk E-mail**, and then click **Add to Junk Senders list**.

The Junk and Adult Content filters work by looking for key words. This file is a description of exactly which words the filter looks for and where the filter looks for them.

Filters.txt =

Junk E-mail Filter:

From is blank

Subject contains "advertisement"

Body contains "money back "

Body contains "cards accepted"

Body contains "removal instructions"

Body contains "extra income"

Subject contains "!" AND Subject contains "\$"

Subject contains "!" AND Subject contains "free"

Body contains ",000" AND Body contains "!!" AND Body contains "\$"

Body contains "for free?"

Body contains "for free!"

Body contains "Guarantee" AND (Body contains "satisfaction" OR Body contains "absolute")

Body contains "more info " AND Body contains "visit " AND Body contains "\$"

Body contains "SPECIAL PROMOTION"

Body contains "one-time mail"

Subject contains "\$\$"

Body contains "\$\$\$"

Body contains "order today"

Body contains "order now!"

Body contains "money-back guarantee"

Body contains "100% satisfied"

To contains "friend@"

To contains "public@"

To contains "success@"

From contains "sales@"

From contains "success."

From contains "success@"

From contains "mail@"
From contains "@public"
From contains "@savvy"
From contains "profits@"
From contains "hello@"
Body contains " mlm"
Body contains "@mlm"
Body contains "////////////////"
Body contains "check or money order"

Adult Content Filter:

Subject contains " xxx"
Subject contains "over 18"
Subject contains "over 21"
Subject contains "adult s"
Subject contains "adults only"
Subject contains "be 18"

Subject contains "18+"
Body contains "over 18"
Body contains "over 21"
Body contains "must be 18"
Body contains "adults only"
Body contains "adult web"
Body contains "must be 21"
Body contains "adult en"
Body contains "18+"
Subject contains "erotic"
Subject contains "adult en"
Subject contains " sex"
Body contains " xxx "
Body contains " xxx!"
Subject contains "free" AND Subject
contains "adult"
Subject contains "free" AND Subject
contains "sex"

More Information for editing the exception list:

Use the Junk E-Mail feature without missing important e-mail by following a few simple steps:

1. Make sure that the Junk Mail feature has been turned on.
2. On the **Tools** menu, click **Rules Wizard**, and then select **Exception List**.
3. In the **Rule description** box, click **Exception List**.

Enter the e-mail addresses you do not want screened by the Outlook Junk E-mail filters. You can also add part of an e-mail address to the exception list. For example, if you add the phrase host.domain.com, no e-mail address containing host.domain.com will be filtered out. Thus, any e-mail sent to you by user@host.domain.com, regardless of its subject, would not be flagged as junk e-mail.

The criteria used by the built-in filters are documented in a file called filters.txt, which is installed by default in **<drive>:\Program Files\Microsoft Office\Office**. The version of this file that is included in Outlook is outdated. The [Microsoft Junk E-Mail Filter Readme](#), which contains an updated version of filters.txt, correctly describes the operation of the built-in filters.

Note The default setting of the Junk E-mail feature changes the color of suspected junk e-mail messages; it does not move the messages to a separate folder. Setting your junk e-mail color to gray will make questionable messages appear faded but still visible enough to read, ensuring that important mail will not be accidentally overlooked.