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## Creating Message Rules in MS Outlook 2002 (XP)

By Regina Stevens

### Creating Message Rules in MS Outlook 2002 (XP) by Regina Stevens

Create a folder in your folder list.

NOTE: This is where your inbox is located. If you do not see this list, go to your toolbar and click on View, then Folder List

Right click on "Outlook Today" in the folder list. It should have a plus or minus sign on the left of it. If it is a plus sign, click on the sign so that you can see the other folders

If you had to click on the sign, right click on "Outlook Today" again and continue to the next step

Click on "New Folder"

Type in the name of your new folder (example, if you want all mail from your mom going into a specific folder, name the folder Mom)

Make sure that the "Folder Contains" section is the "Mail and Post Items" selection

Click on OK. The new folder is listed in your folder list now

Click on the new folder you just created

NOTE: If the preview window appears, click View on your toolbar and click on Preview Pane to close this window. If you get a virus in an email and this window is enabled, the virus will automatically open and could destroy your computer.

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On the toolbar click Tools, then Rules Wizard

Click on the "New" button

Click "Start from a blank rule"

Select "Check messages when they arrive" It may already be highlighted

Click Next

Scroll down and check "with specific words in the recipient's address"

In the last white box click on the words "specific words"

Type in the email address of the person or company you want automatically placed in this particular folder  
when it arrives to your email account

Click on "Add", OK, and Next

Check the "move to specified folder"

In the bottom white box click the underlined text "specified folder"

Click on the new folder you created, OK, Next

Check "turn on this rule" if it is not checked

Click Finish

You're done!! Good Luck

Regina Stevens

Regina Stevens is the owner of Keep It Simple Websites (<http://keepitsimplewebsites.com>). She has written a few tutorials that are listed on the website to help new computer users.

### **Why Stick With Email Clients Like Outlook?**

**By Iulia Pascanu**

#### **Why Stick With Email Clients Like Outlook? by Iulia Pascanu**

Trying to figure out a stream in banning one email client or another is no easy job. As soon as somebody rises up saying

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Outlook is bad, somebody else comes saying it's good and the other one is bad. And the story goes on and on.

On one hand, email clients like Outlook Express and (even more) MS Outlook do a really good job when it comes to user

friendliness. What email client allows you to use more options on the agenda, bell ringers, flag wavers and contact managing

tips than MS Outlook?

The ease of use perfectly molds on human indolence. That means I would never question about Microsoft Outlook being or not a

good email client if it comes together with my Office pack that comes together with Windows that comes together with my

computer.

Here is another red flag: MS Outlook is not free as long as I'm paying for my Windows license. This should count when

choosing an email client.

Moreover, everything is so easy to install with those cute wizards, and installing sessions are ready within minutes.

Until... well, until I spend enough time online, using email, starting to receive viruses, worms and other creatures that do

bad things to computers. If you ever had to do one of the following when using Outlook or Outlook Express:

- \* try very hard not to click on a message subject that looked suspicious; anyway, not without using a small trick (that

used to work for me): pressing Shift, selecting the suspicious messages and then hitting Del,

- \* try hard not to select some very good and very important messages together with the suspicious ones,

- \* accept phone calls from extremely upset clients accusing you of infecting their computers with God knows what worm

(personally got in trouble with BugBear),

## Creating Message Rules in MS Outlook 2002 (XP)

\* working on an extremely low system because an efficient AV is doing its job scanning, updating, warning, locking etc.

\* delete all your Outlook contacts in order not to become infectious for friends and clients in case your computer

somehow got infected,

...then you know what it's like. Both Outlook and Outlook Express, while different applications, with no related history,

have security as their weakest link. And that's why some people switch to other email clients that are said to be more

secure.

It is true that most worms are today Outlook dedicated because Outlook has both more users and more security holes. It is

also true that Microsoft Chairman Bill Gates set security as a top priority back on 17th January 2002 (it's been almost two

years by now). While I don't mean to ban Outlook or Outlook Express, I'd like to choose the best for me, and the best doesn't

seem one of the fore mentioned, at the moment.

Iulia Pascanu writes for <http://www.emailmarketingsoftware.org/> where you can find more information about

Email Marketing Software

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