One way to combat spam e-mail...

is by using the Microsoft Outlook 2003 Junk E-Mail filter to reduce the number of spam e-mail messages received in your Inbox folder. To enable the Junk E-mail filter, you must first switch to Cached Exchange Mode (see instructions below). You can make the filter more aggressive, but if you do, it may catch legitimate messages sometimes. Any message that is caught by the Junk E-mail Filter is moved to a special Junk E-mail folder. You should review messages in the Junk E-mail folder daily to make sure that they are not legitimate messages that you want to see.

Turn on Cached Exchange Mode

1. Launch Microsoft Outlook (You must be using Outlook 2003 Version. To check for current version, click on Help and then About Microsoft Office Outlook)
2. Click on the Tools menu, click E-mail Accounts
3. Click to select View or change existing e-mail accounts
4. Click Next
5. Select Microsoft Exchange Server
6. Click Change
7. Click to select the box Use Cached Exchange Mode
8. Click Next
9. Click Finish
10. Exit Outlook and Re-Open Outlook again for Mode to take affect.

Instructions for using the Junk E-mail Folder

Setting the Junk E-mail Filter options

1. On the Tools menu, click Options.

2. On the Preferences tab, under E-mail, click Junk E-mail.

3. Select the level of protection you want:

   A) No Automatic Filtering: this turns off the automatic Junk E-mail filter, Microsoft Office Outlook will continue to evaluate messages by using domain names and e-mail addresses on your Blocked Senders list, and messages will continue to be moved to your Junk E-mail folder.
B) **Low**: if you do not receive many junk e-mail messages and want to see all but the most obvious junk messages, you should select this option.

C) **High**: if you receive a large volume of junk e-mail messages, you should select this option. However, you should periodically review the messages moved to your Junk E-mail folder, because some wanted messages may by moved there as well.

D) **Safe Lists Only**: Any e-mail messages sent from someone not on your Safe Senders list or sent to a mailing list not on the Safe Recipients list will be treated as junk e-mail messages.

**Reviewing messages moved to the Junk E-mail folder**

1. On the **Go** menu, click **Folder List**

2. In the **Folder List**, click the **Junk E-mail** folder.

3. Right-click any messages that you marked as not junk.

4. On the shortcut menu, point to **Junk E-mail**, and then click **Mark as Not Junk**.

**Emptying the Junk E-mail Folder**

1. On the **Go** menu, click **Folder List**.

2. In the **Folder List**, right-click the **Junk E-mail** folder, and then click **Empty Junk E-mail Folder** on the shortcut menu.

Use Microsoft Outlook Help to learn more about the Cached Exchange Mode and Junk E-mail Filter. To quickly access Help, use the **Type a question for help** box on the menu bar. You can type questions in this box to quickly find the answers you need. For example, type **how I turn on Cached Exchange Mode** to learn about Cached Exchange Mode. The content returned is shown in order of relevance where the most likely answer to your questions appears first.