

BLOCKING UNWANTED E-MAILS

1. Go to Tools, Rules, Create New Rule
Name Rule rejected Email
2. Make sure New Item are Received is Checked ON
3. Item types you want to block are Mail
4. Define conditions
5. Left hand box is where you can choose what to look at when blocking.
6. From : Contains or Equals email address to block email from. You can add as many blocked emails into this list as you want. You have to choose an ending statement though. (Or/And/End.)

Answer OK once this is done.

1. Next you will need to add an action.
2. Choose the Delete Decline Action.
3. Delete Email
4. Save the Rule and you should see email start being blocked.