Filtering SPAM in MS Outlook

Purpose

This handout describes how to filter / block unwanted Email messages in MS Outlook.

Currently, 85% of email throughout the world is unwanted and commonly called SPAM. AT SASD district we utilize MS Exchange on our server with a product aimed at blocking most SPAM. Here is a sample of the stats as of this date:

STATISTICS	Internet X		Realtime X First Storage Group	
Messages · Attachments	Logical	Physical	Logical	Physical
Messages Scanned	43584	43584	44759	44759
Messages Detected	0	0	0	0
Messages Tagged	0	0	0	0
Messages Purged	31694	31694	0	0
Total Messages Scanned	284346	284346	465608	465608
Total Messages Detected	0	0	0	0
Total Messages Tagged	2	2	0	0
Total Messages Purged	199788	199788	32	32

Please note that of the 284,346 messages received from the Internet, the SPAM product blocked/purged 199,788 for a percent filter/block rate of @ 70%.

Our SPAM server receives updates throughout the day of new email SPAMS that it needs to block. No SPAM product is perfect and some SPAM does get through – these items may be blocked using this procedure.

When should I do this?

You should filter / block an email if it is something suspicious or unsolicited. For example, the following Email is a sample SPAM that should be blocked:

Hey Miriam Check Out This Watch

Clarice [gwfdzgfprv@metroelectricsupply.com]

To: tlscj@npacc.net

I just got my wife a Bvlgari watch and she
really loves it. I can't afford to spend
$30 000 on a watch for her, though I would
love to; but this did the trick. It looks
exactly like the real thing and she's
actually glad I didn't spend $30 000 on a
watch but saved $29 750 instead. This
turned out perfect guys, thanks for
providing such a great product, with such
great prices. This was a great experience
ordering from your company.

- Velma

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From: System Administrator
Sent: Thursday, January 18, 2007 7:18 AM
To: Michelle Murrelle
Subject: Undeliverable: Of Jerusalem. And the face, of the way at Gibeon, was a

Your message did not reach some or all of the intended recipients.

    Subject: Of Jerusalem. And the face, of the way at Gibeon, was a
    Sent: 1/18/2007 7:21 AM

The following recipient(s) could not be reached:

    ksnyder@montasd.org on 1/18/2007 7:18 AM
        The e-mail system was unable to deliver the message, but did not report a specific reason. Check the address and try again. If it still fails, contact your system administrator.
        < spam.iu17.org #5.0.0 X-Postfix-out; host mail.montasd.org[10.115.0.35] said: 554mail server permanently rejected message (#5.3.0) (in reply to end ofDATA command)>

The SPAMMERs are getting quite creative – this one states that it is coming from the System Administrator and notes that the email could not reach some or all of its recipients – looks like an official email but it is SPAM.
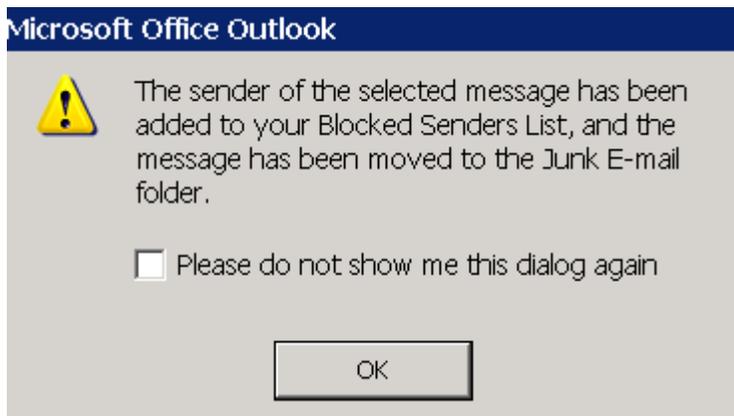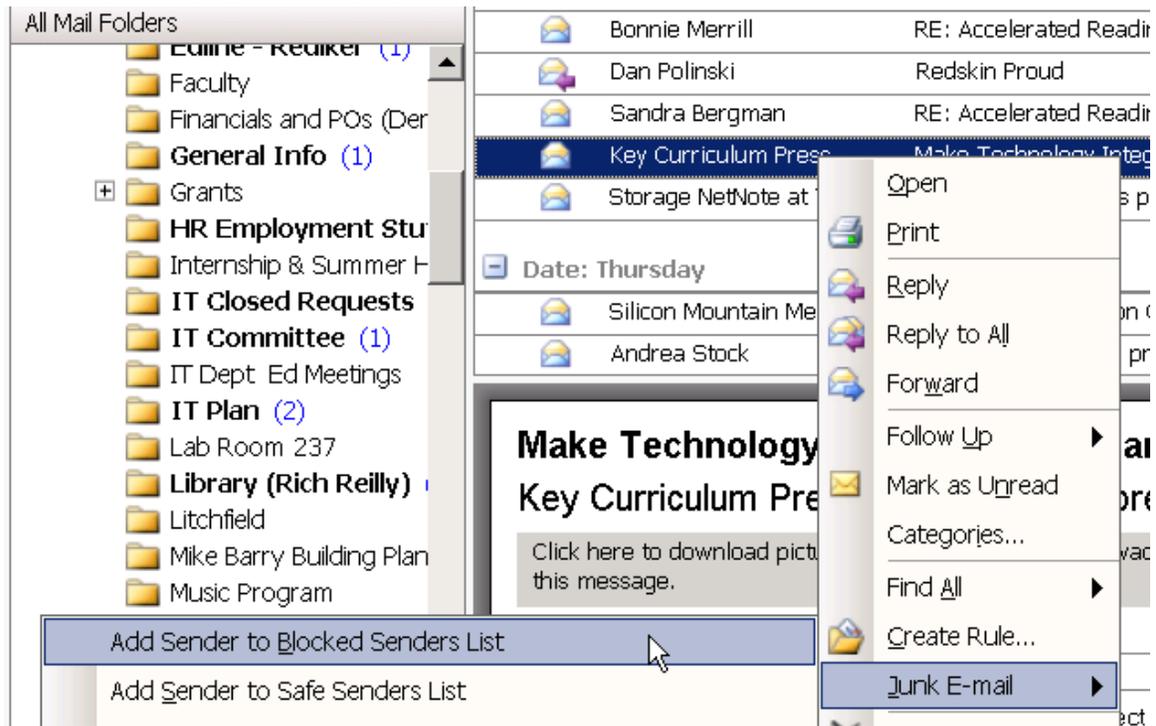
How do I block this SPAM?

Start up MS Outlook on your PC.

Navigate to the email that is SPAM – in the following example, I have received an email from a company that I have never contacted and no longer wish to receive any emails from them.
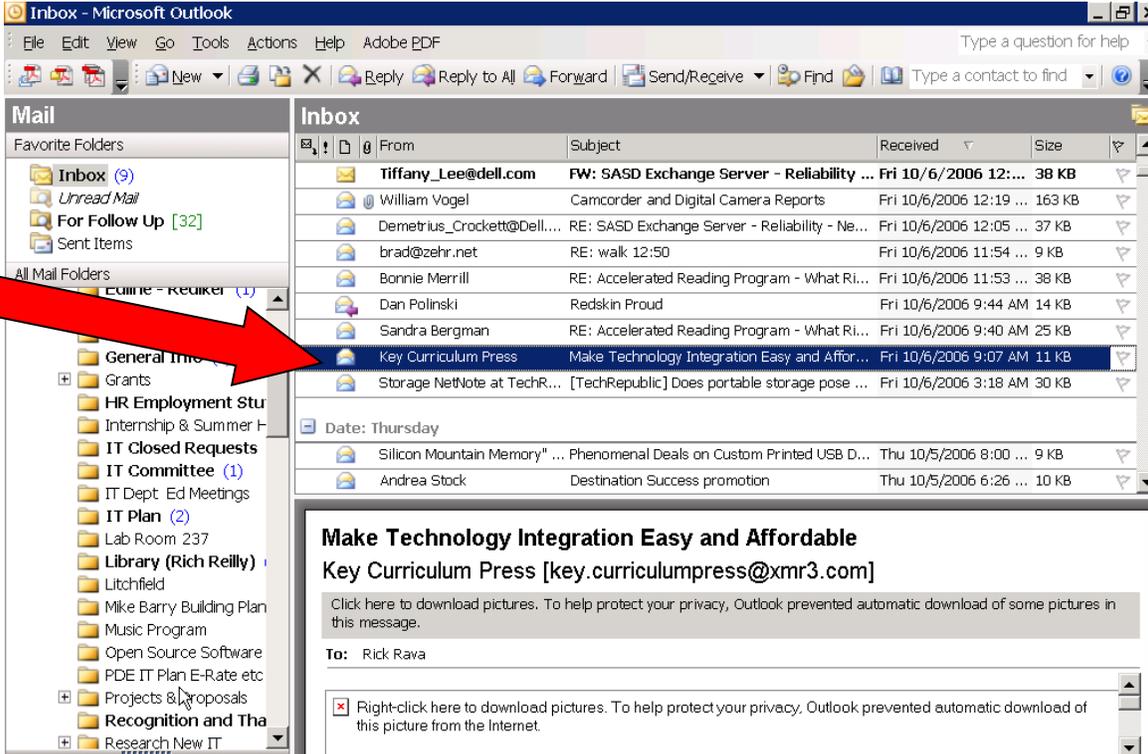
Right mouse click on the email – then select Junk Email – then select Add Sender to Blocked Sender List

Click on OK