

Legal Information Technology Instructions Spam Rule

Office 365

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| 1. Open Internet Browser 2. Go to <https://www.office.com/> 3. Click **Sign in** 4. Enter your cougarnet information to login 5. Click on **Outlook App** |  |
| 1. Click on **Setting** (top right of window) |  |

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| 1. Click on new rule, then choose under add a condition and select subject and body includes. 2. Type on the next box “spam” 3. Click on the save bottom. |  |