

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**
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| 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.
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