

All That Unwanted E-Mail

Tired of getting e-mails asking you to refinance now or wanting to sell you viagra? Well here's a quick way to put an end to some of that annoying SPAM. If you use Outlook Express then you can eliminate a lot of it easily. Just set up filters that automatically delete any unwanted e-mails - here's how.

From within Outlook Express click on *Tools* and then *Message Rules*. Here you can either select criteria for handling e-mail or you can add people's address to your blocked sender list. For example, you can choose to automatically delete all messages that contain the word viagra or mortgage or sex in the subject line. Unfortunately there is no way to block messages here.

If you are on AmaOnline you can setup filters from within the e-mail account by going to www.amatechtel.com and logging in to the e-mail account. Then click on *Options* and finally on *Filters*. Here you can setup filters that can handle spam before it gets to your Outlook Express - you can even have it reject unwanted e-mails instead of just deleting them. This is more likely to keep unwanted messages from being sent to you rather than just deleting them.

So what do you do with deleted e-mail? Deleted e-mail gets sent to the "Deleted Items" folder and stays there, taking up space on your hard drive, until you empty it. To do this click on *Edit* and then *Empty 'Deleted Items' Folder*. It is a good idea to do this regularly. Doing so will help prevent the spread of viruses should your computer ever get infected by a mass-mailing virus. You can also set your Outlook Express to empty this folder every time you exit the program. To do this click on *Tools, Options, Maintenance* and check the first box on that screen. Hope this helps !