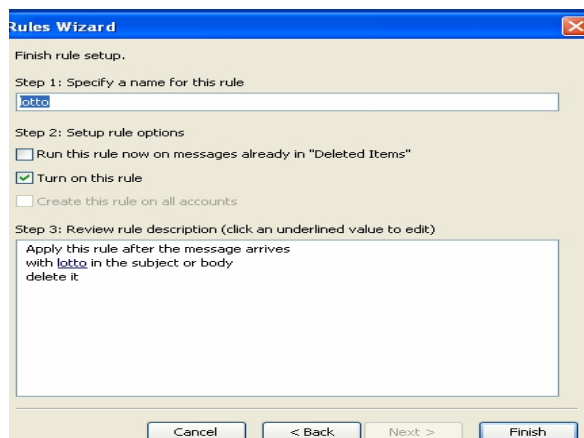
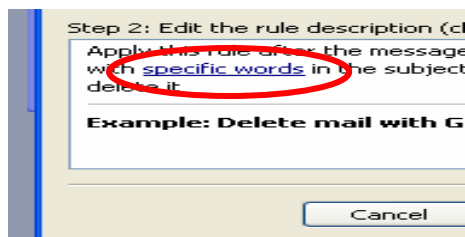
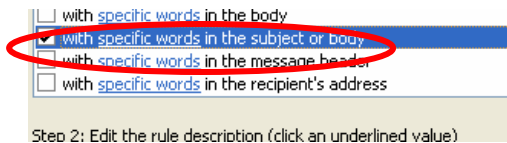
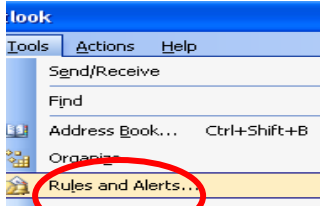
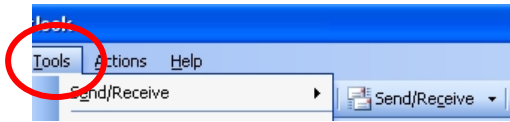


Outlook Users



1. Find an email with foreign character and copy a foreign character from the email.

CAUTION: Be sure not to include symbols or letters with accents that might be found in regular or legitimate emails
Examples: vowels with accents, n or N with a ~, &, £, ¥, €, ©, ™, or ®

2. From the **INBOX** click on **Tools > Rules and Alerts**
3. Select **NEW RULE**
4. Select **DELETE A CONVERSATION** under the Stay Organized section and click **NEXT**
5. At the next screen, deselect the top check box. Scroll for and check the box next to **with specific words in the subject or body** [This ensures it will catch the most occurrences]
6. Click **specific words** and paste the foreign character there
7. Click **ADD, OK**, then **NEXT**
8. Click **NEXT** through the next 3 screens
9. At the next screen enter a rule name, check both boxes and click **FINISH**.