# Creating Rules to Mark Emails as Junk

If you consistently receive emails from either the same sender name or email address, the email subject or email body having certain keywords, you can create a rule and have Outlook mark it as Junk so that it getsTJ⊖1.

4. Start by giving your new rule a name specific to what it will do in the box "**Name your rule**". Next, click on "**Add a condition**" to start on the creation of the rule logic such as if the email is **From** a specific user or if the **Subject includes** a common title and so on
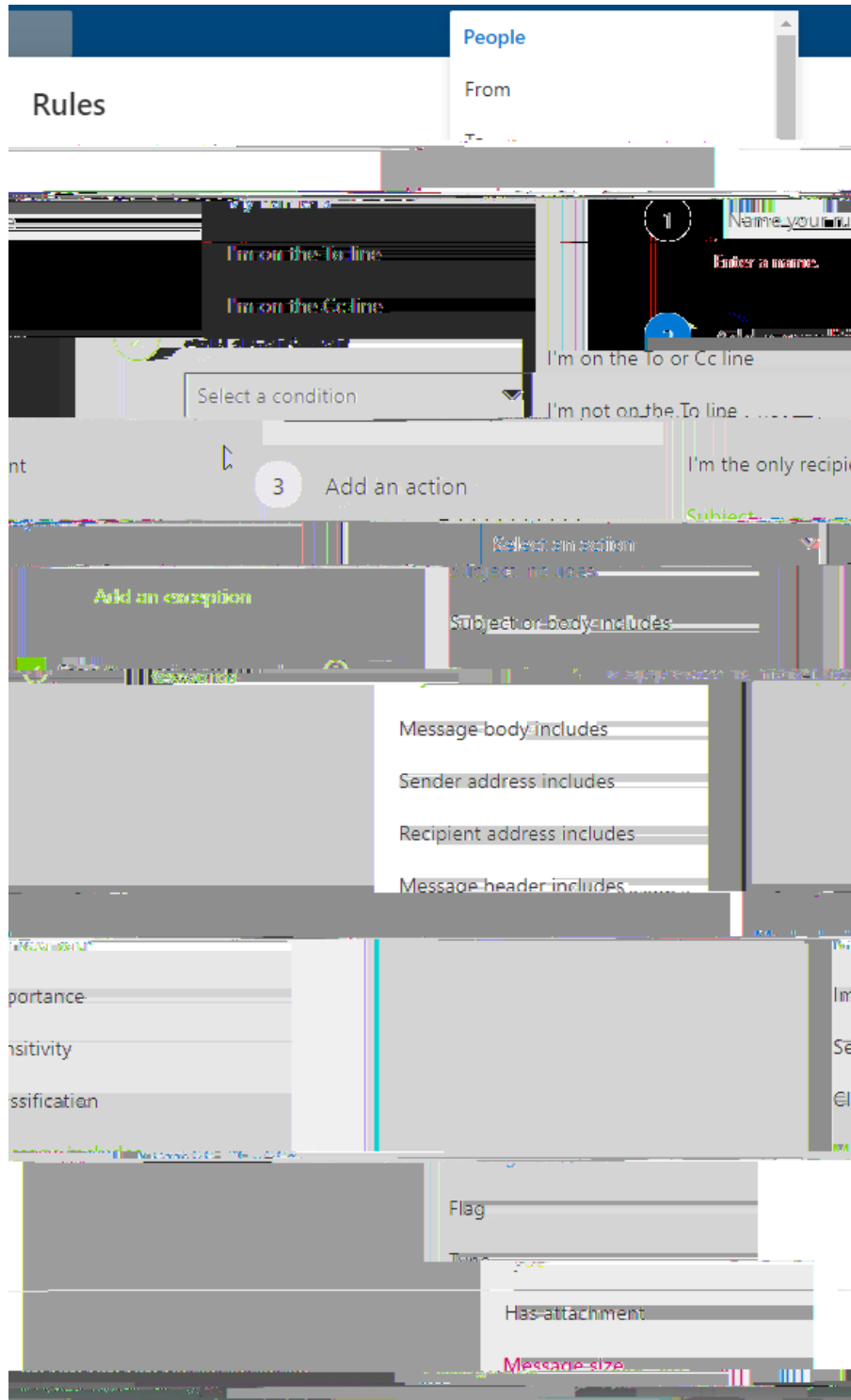
5. Once a condition is selected, click on "**Add an action**" drop—down box to select "**Mark as Junk**". Select the "**Run rule now**" option to have the rule applied to your inbox and retroactively check