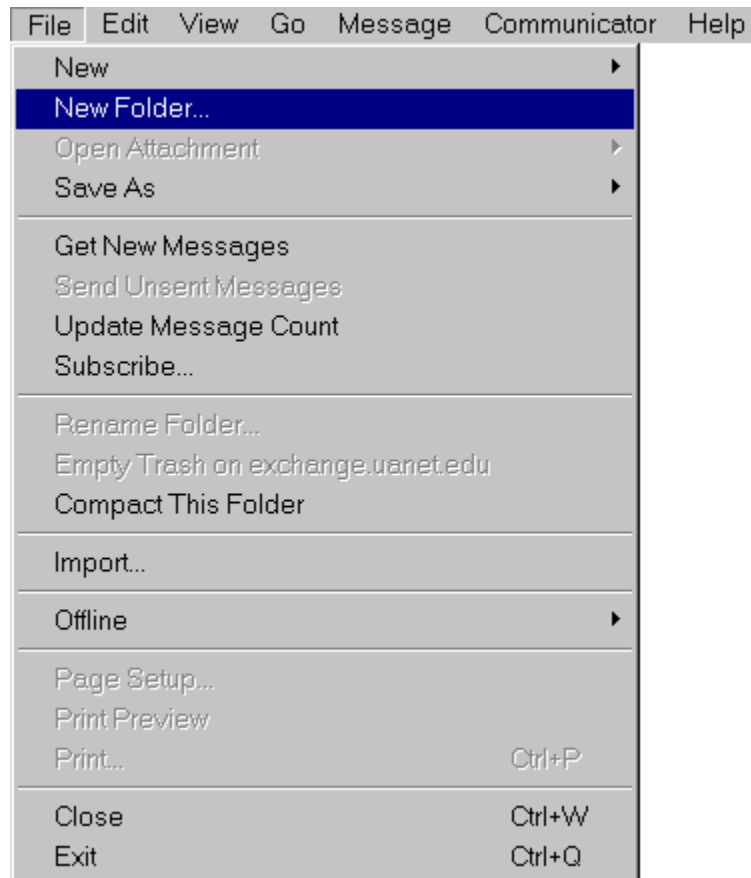


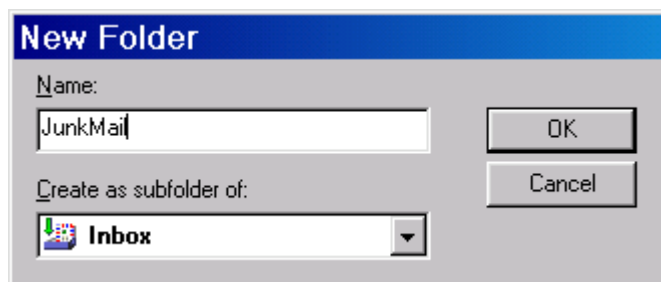
Creating a Netscape 4.76 Spam/Junk Mail Filter

Following are the steps for creating a **Junk Mail** folder and setting up the filter to move suspect materials from the **Inbox** to this folder for later review.

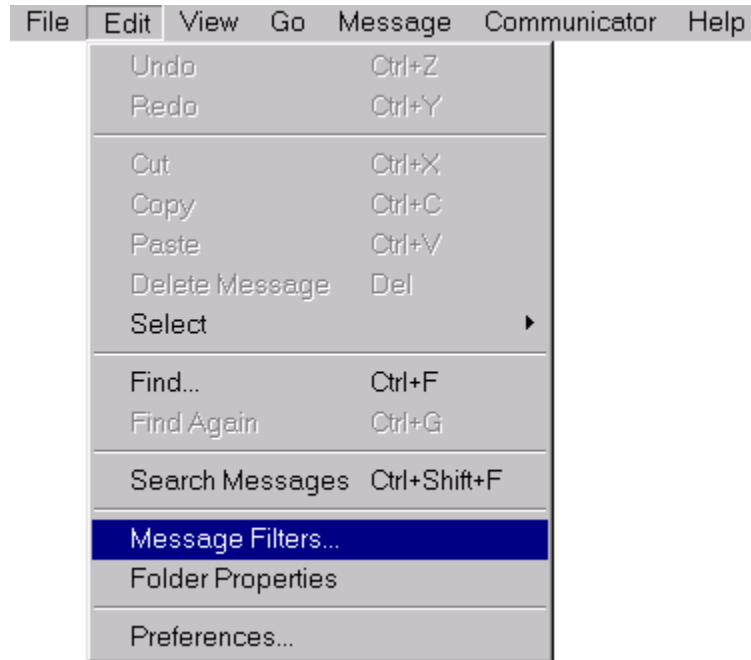
1. Create a separate folder to store the JunkMail. From the **menu bar** click, **File > New Folder**.



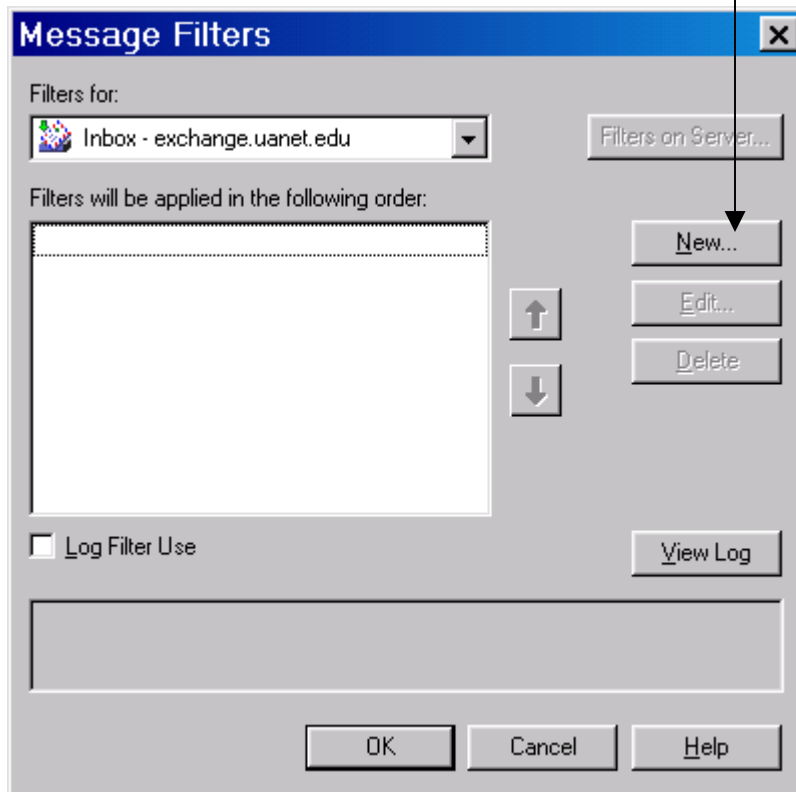
2. The *Create New Folder*, window appears. In the top field labeled *Name*, type in the title for the folder; in the example, it is **JunkMail**. In the box labeled *Create as subfolder of*, select the **Inbox**.



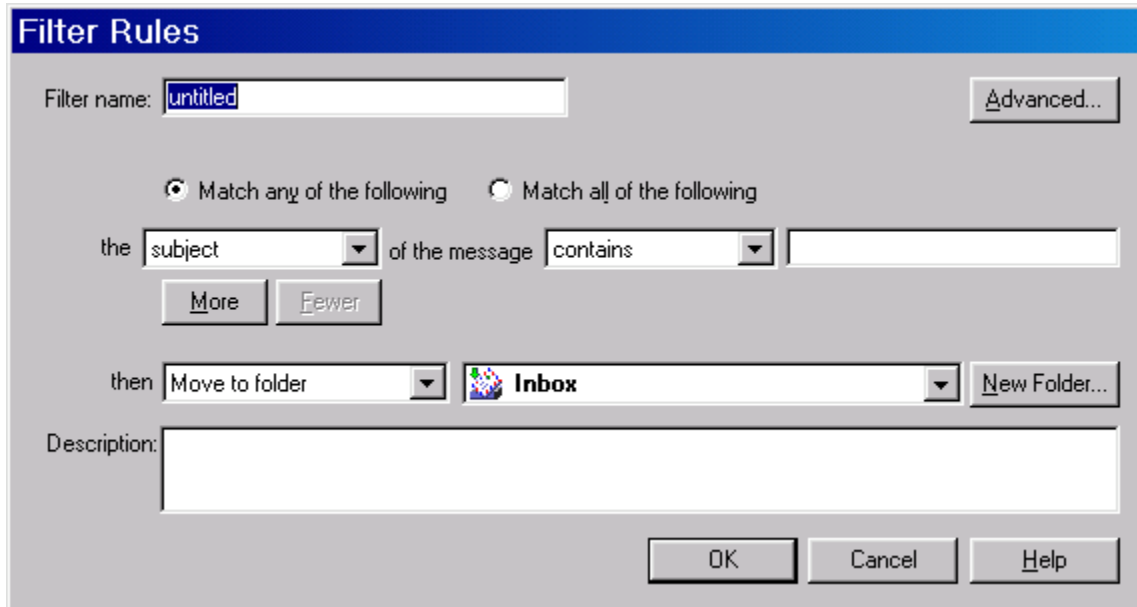
- Next, create the filter to move the messages to the new folder. From the **menu bar**, click **Edit > Message Filters**.



- The *Message Filters* window appears. Click **New**.



5. The *Filter Rules* window appears.



The screenshot shows the "Filter Rules" dialog box. At the top, the title bar reads "Filter Rules". Below the title bar, there is a text field for "Filter name:" containing the text "untitled". To the right of this field is an "Advanced..." button. Below the filter name field, there are two radio buttons: "Match any of the following" (which is selected) and "Match all of the following". Below these radio buttons, there is a rule definition: "the" followed by a dropdown menu showing "subject", then "of the message", followed by another dropdown menu showing "contains", and then an empty text field. Below this rule definition are two buttons: "More" and "Fewer". Below the rule definition, there is a "then" section with a dropdown menu showing "Move to folder", followed by a folder selection area showing a folder icon and the name "Inbox", and then a "New Folder..." button. At the bottom of the dialog box, there is a "Description:" label followed by a large empty text area. At the very bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

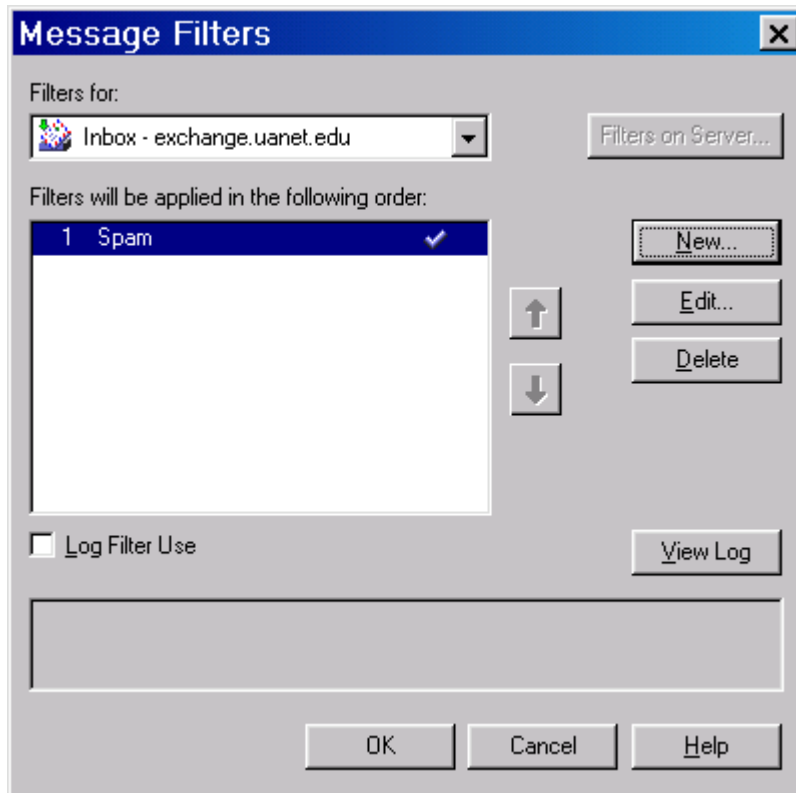
6. In the top field labeled **Filter Name**, type in the title for the filter; in the example, it is **Spam**. Leave the default of the **subject** of the message **contains** and type **{SPAM}** - enter the following *exactly as shown*. The next line, leave **Move to Folder** and then use the down arrow to select the JunkMail folder that was created in Step 2. Click the **OK** button.

The screenshot shows the 'Filter Rules' dialog box. The 'Filter name' field is set to 'Spam'. Below it, the 'Match any of the following' radio button is selected. The condition is 'the subject of the message contains {SPAM}'. The action is 'then Move to folder JunkMail'. The 'Description' field is empty. Buttons for 'Advanced...', 'More', 'Fewer', 'New Folder...', 'OK', 'Cancel', and 'Help' are visible.

Note: {SPAM?} indicates there is a good probability the item is spam; {SPAM!} indicates there is a very high possibility the item is spam. The example provided will move email with either of these specifications to the same folder.

As an alternative, 2 separate filters can be created – one for {SPAM!} and another for {SPAM?} and each can move the mail to separate folders.

7. The *Message Filters* window appears with the new filter listed. Click the **OK** button.



IMPORTANT

The junk mail filtering rule and its respective folder have been created.

To eliminate reaching the maximum server mail capacity (100 MB), review the contents of this junk mail folder periodically to make certain the messages placed here are indeed "junk." **Delete** those that are not pertinent to you. Move those that are of value to you to another folder.