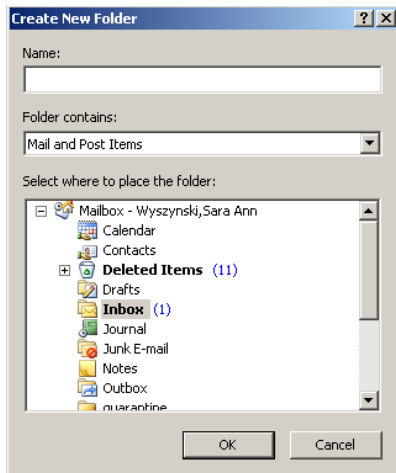


Spam Filter

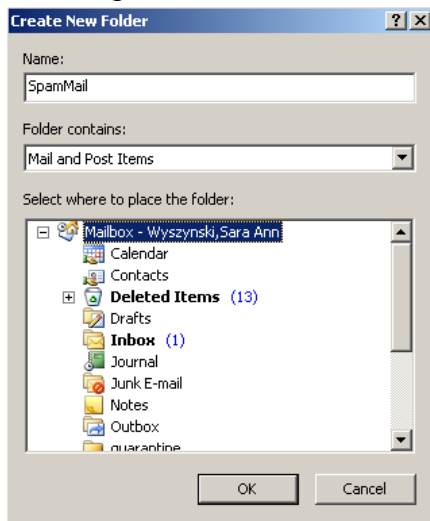


Spam is unsolicited electronic junk mail that is often a waste of people's time to address. At The University of Akron, the system will try to identify spam as it is coming in through the system. These are the steps for creating a Junk Mail folder and setting up a filter to move suspect materials from the Inbox to this folder for later review.

1. Create a folder to store the Junk Mail by selecting from the menu **File, New, Folder.**

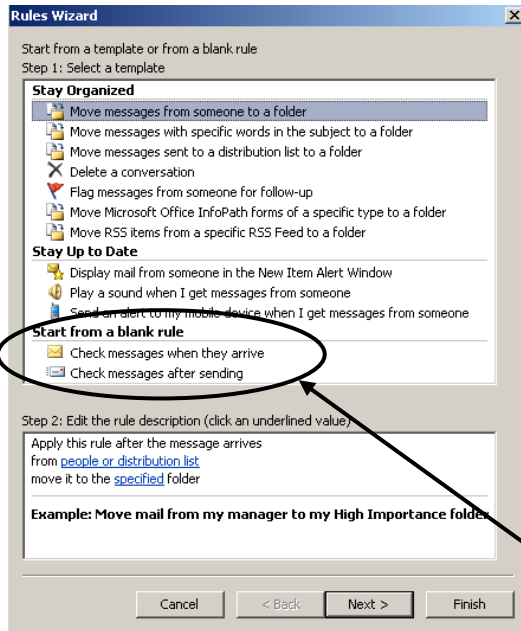


2. In the **Name** field, enter a title for the folder- such as SpamMail.
3. In the bottom frame, **Select where to place the folder**, click where you want the folder to be. For example, select **Mailbox** to place the SpamMail folder on the Exchange Server at the same level or hierarchy as the other listed folders.

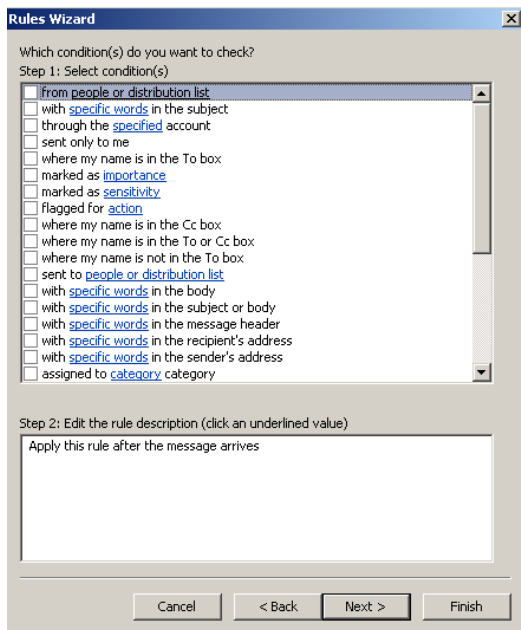


Click on the **OK** button.

4. The Inbox returns. From the menu select **Tools, Rules and Alerts**. Click on the **New Rule** button.

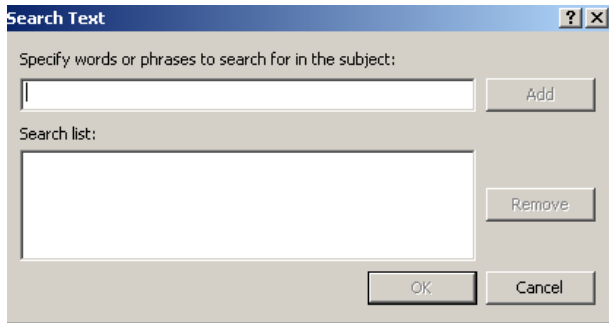


5. From the top frame, select the option for **Check messages when they arrive** which is under the **Start from a blank rule** heading.
6. Click on the **Next** button.



7. In the top frame, Step 1: Select condition(s), select the option for **with specific words in the subject**.

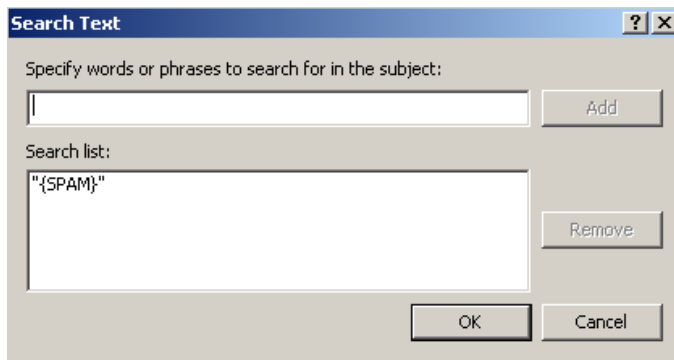
- In the bottom frame, Step 2: Edit the rule definition (click an underlined value), click once on the underlined text, **specific words**.



- In the **Specify words or phrases to search for in the subject** field, enter the following **exactly** as shown:

{SPAM?}

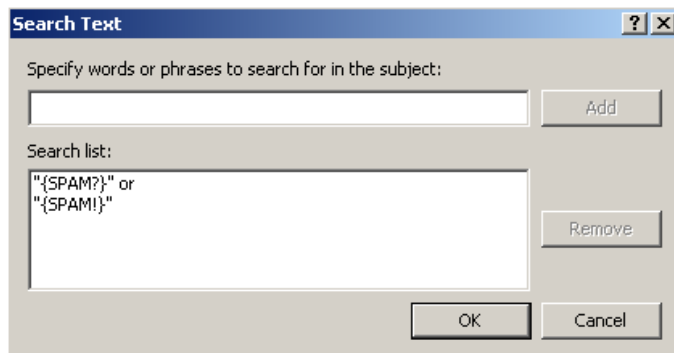
- Click on the **Add** button.



- Add another spam entry exactly as shown:

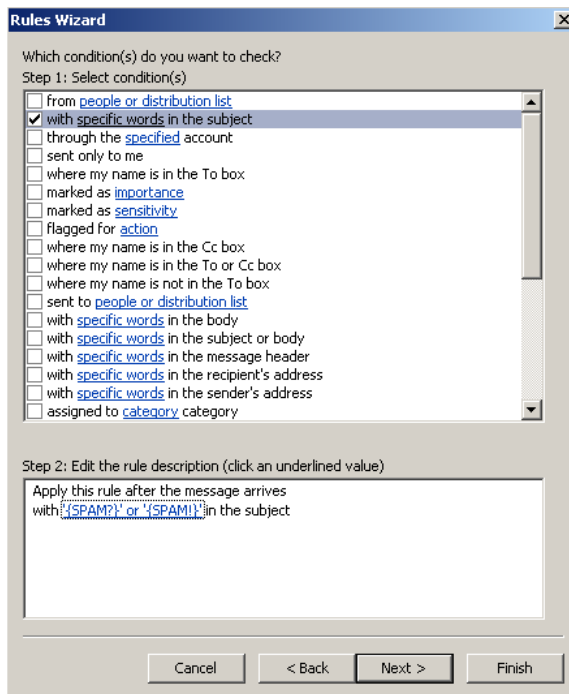
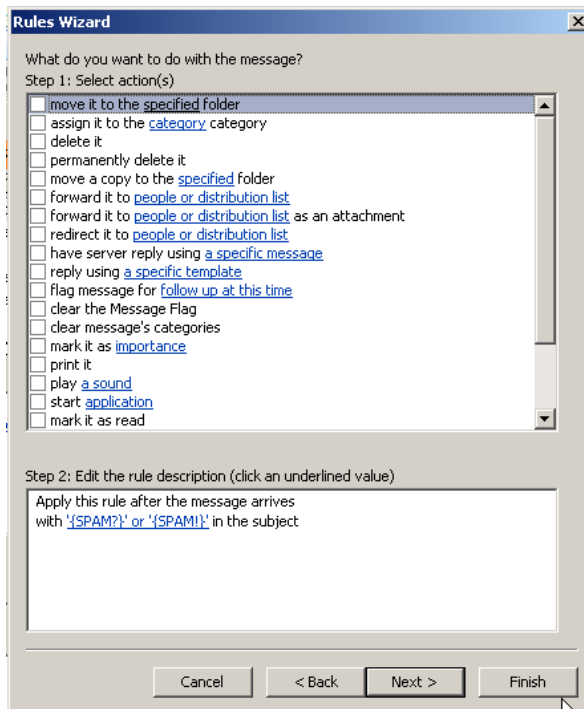
{SPAM!}

- Click on the **Add** button.

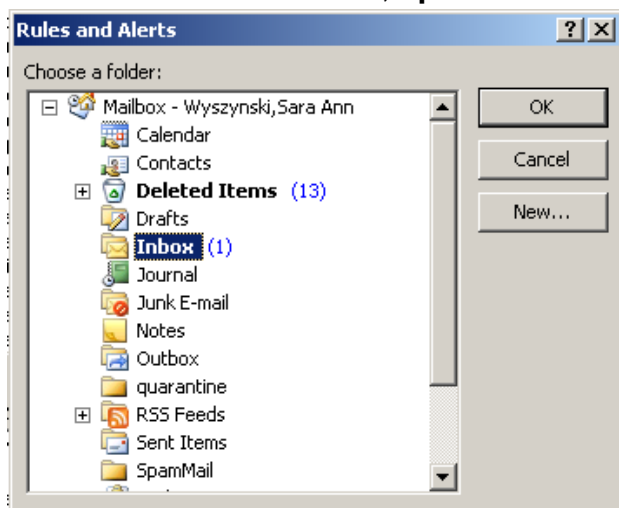


Tip – SPAM

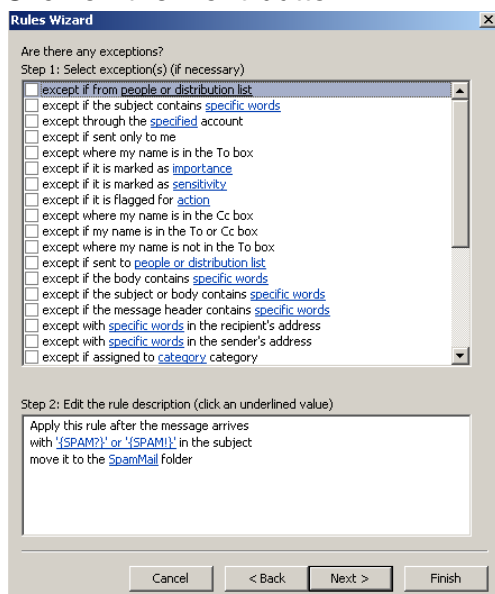
{SPAM?} Indicates there is a good probability the item is spam. {SPAM!} Indicates there is a very high possibility the item is spam.

13. Click on the **OK** button.14. Click on the **Next** button.15. Select the option in the top frame, Step 1: Select action(s), **move it to the specified folder**.

16. In the bottom frame, Step 2: Edit the rule description (click an underlined value), click on the underlined text, **specified**.



17. Click on the **SpamMail** folder that you previously created. Click on the **OK** button.
18. Click on the **Next** button.



This panel is not needed for this rule. Click on the **Next** button.

19. The final panel is displayed:



20. Enter a name for the rule in the **Step 1: Specify a name for this rule** field. You can just leave the default name.

21. Click on the **Finish** button.

22. Click on the **OK** button.

Note: The junk mail filtering rule and its respective folder have been created. To eliminate reaching the maximum server mail capability (500MB), review the contents of this junk mail folder periodically to make certain the messages placed here are indeed "junk." Delete those which are not pertinent to you. Move those which are of value to you to another folder.