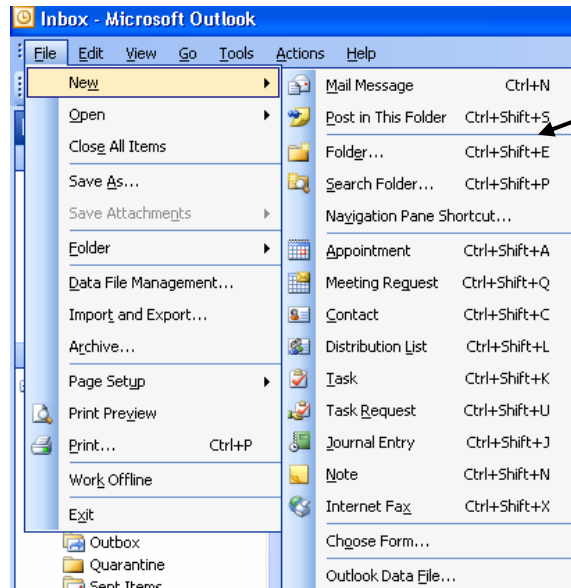


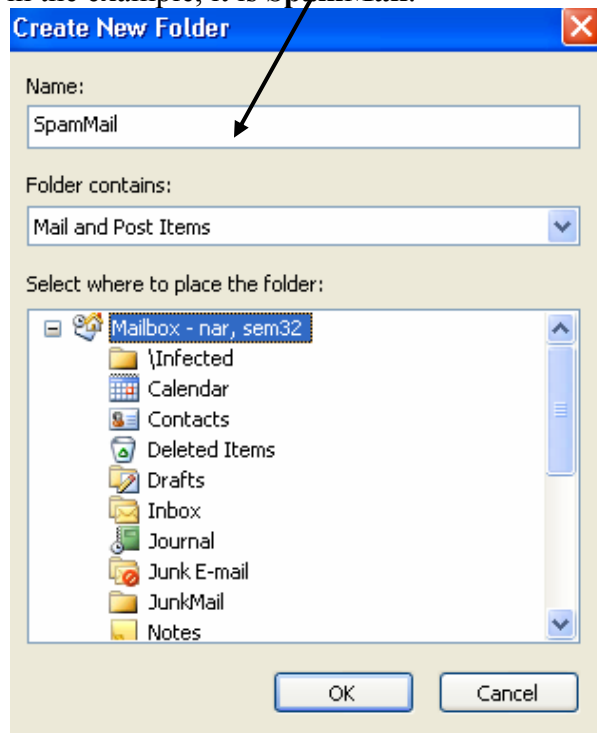
Spam Filter

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.

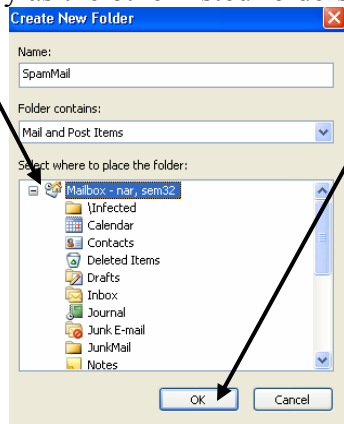
1. Create a separate folder to store the JunkMail. From the **menu bar** click, **File > New > Folder**.



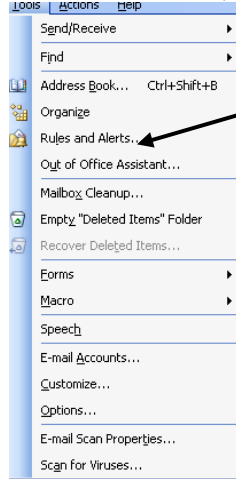
2. The **Create New Folder** window appears. In the top field labeled **Name**, type in the title for the folder; in the example, it is **SpamMail**.



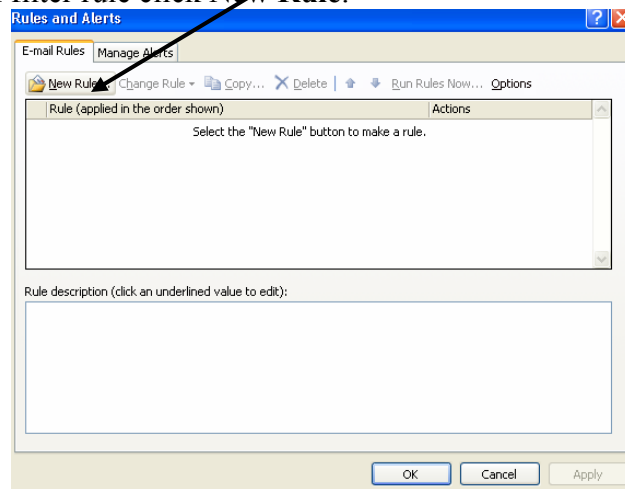
- At the bottom, under **Select where to place the folder**, click where you want the folder to be. In the example the **Mailbox** which places the **SpamMail** folder on the Exchange Server at the same level or hierarchy as the other listed folders. Click **OK**.



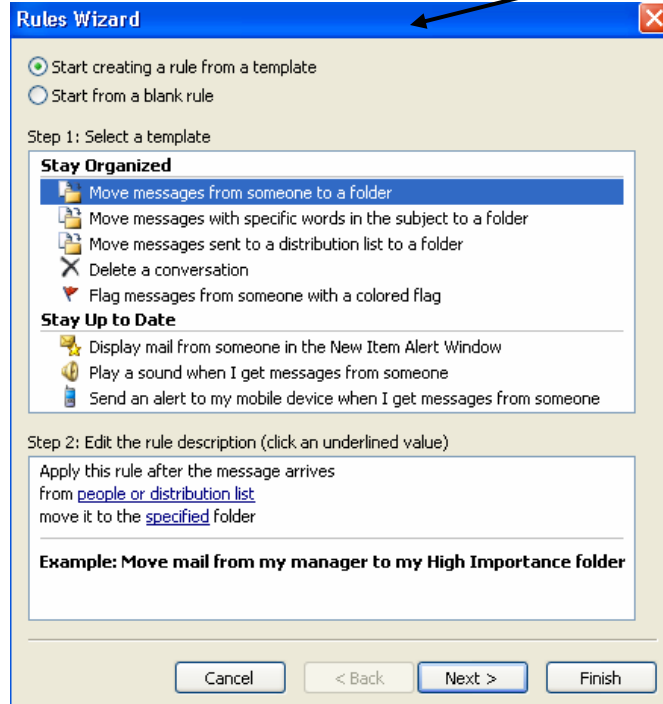
- The **Inbox** reappears. From the **menu bar**, scroll over to **Tools** and click **Rules and Alerts**.



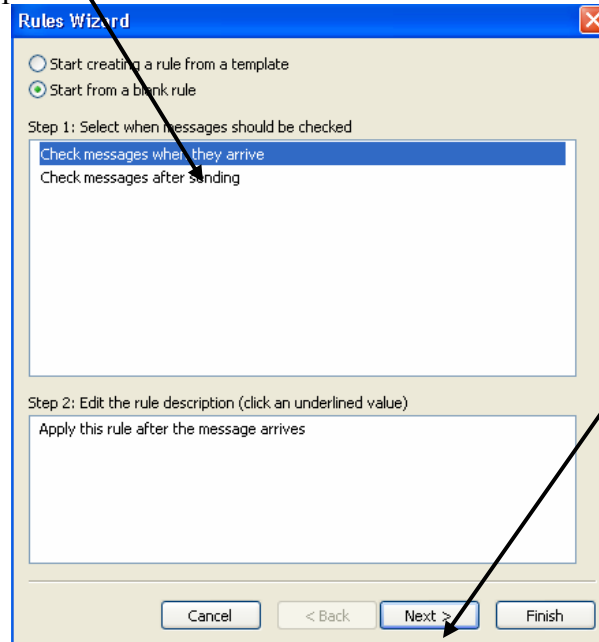
- The **Rules and Alerts** window opens. The default tab, **E-Mail Rules**, is shown. To create a spam or junk mail filter rule click **New Rule**.



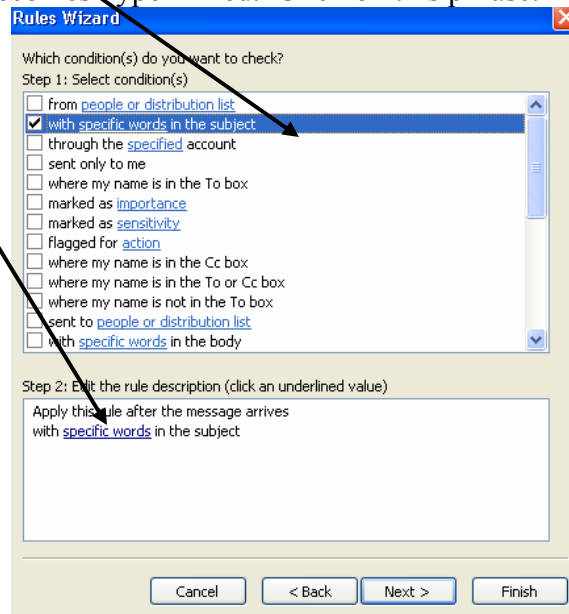
6. At top of the first rules screen, click the select, *Start from a blank rule*.



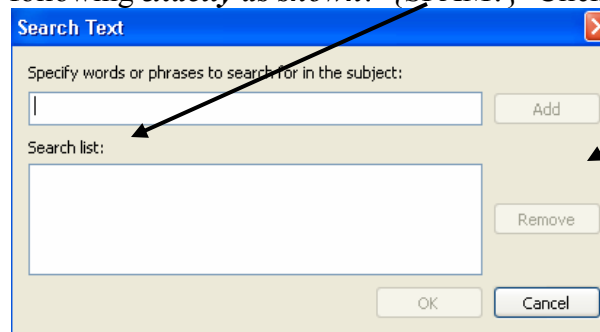
7. Click the first item, **Check messages when they arrive**. The lower portion describes when the rule will be applied—as soon as the mail arrives. At the bottom of the panel, click **Next**.



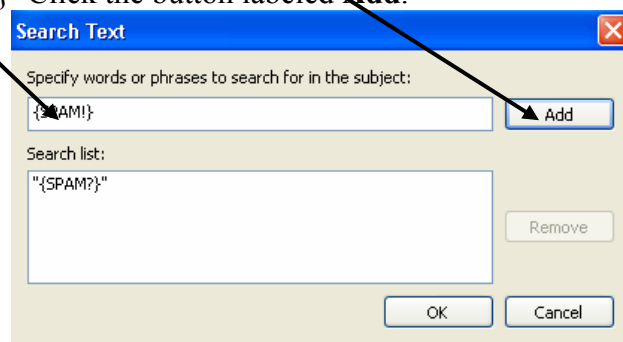
8. At the second step, **Which condition(s) do you want to check?**, scroll down and click the checkbox next to: **with specific words in the subject**. In the lower field, the phrase, **specific words**, becomes hyperlinked. Click on this phrase.



9. In the **Search Text** window at the top field, **Specify words or phrases to search for in the subject:**, enter the following **exactly as shown**: {SPAM?} Click the button labeled **Add**.



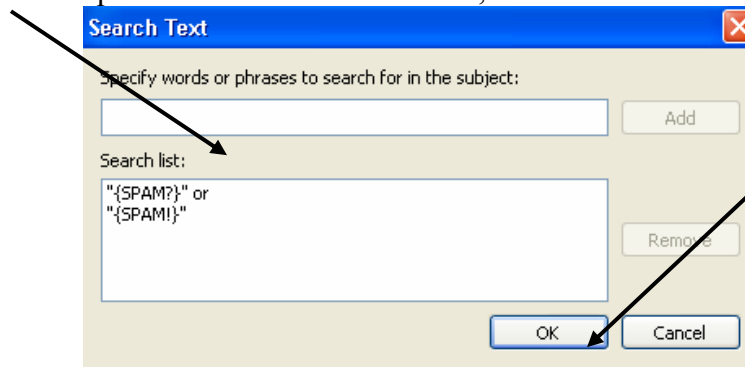
10. The term {SPAM?} has been added to the **Search List** in the lower portion. Now in the **Specify words or phrases to search for in the subject** top field enter the following **exactly as shown**: {SPAM!} Click the button labeled **Add**.



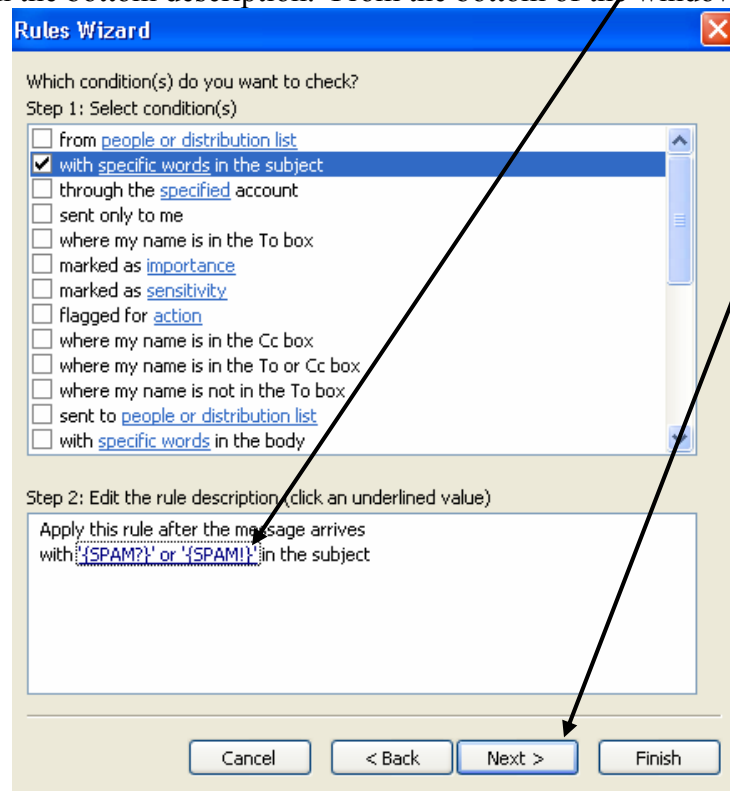
Note: {SPAM?} indicates there is a good probability the item is spam; {SPAM!} indicates there is a very high possibility the item is spam. The example provided will move email with either of these specifications to the same folder.

As an alternative, two separate filters can be created—one for {SPAM!} and another for {SPAM?}; each would move the mail to a separate folder.

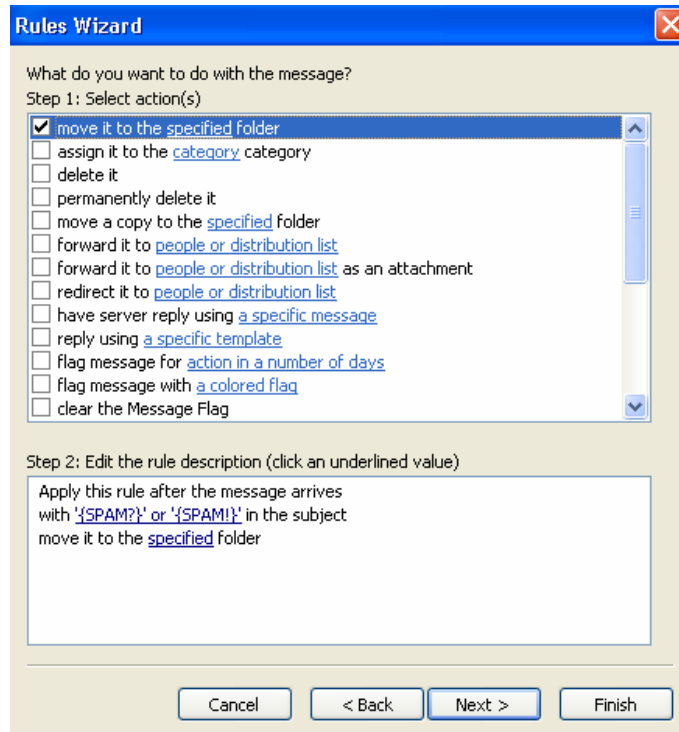
11. Both the terms for spam have been entered. Now, at the bottom of this window, click **OK**.



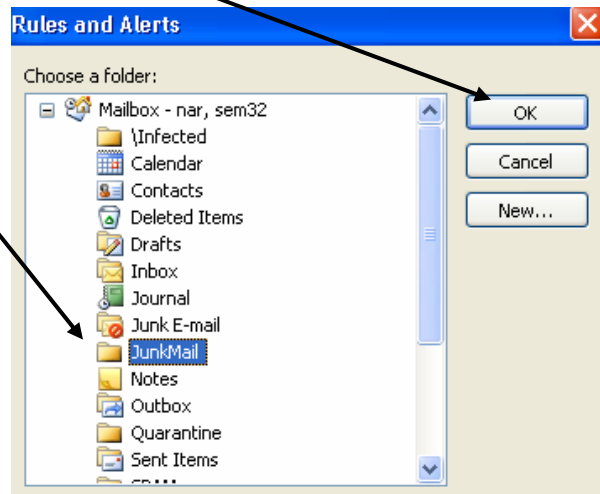
12. The **Rules Wizard** panel is returned with the selected terms {SPAM?} or {SPAM!}, included in the bottom description. From the bottom of the window, click **Next**.



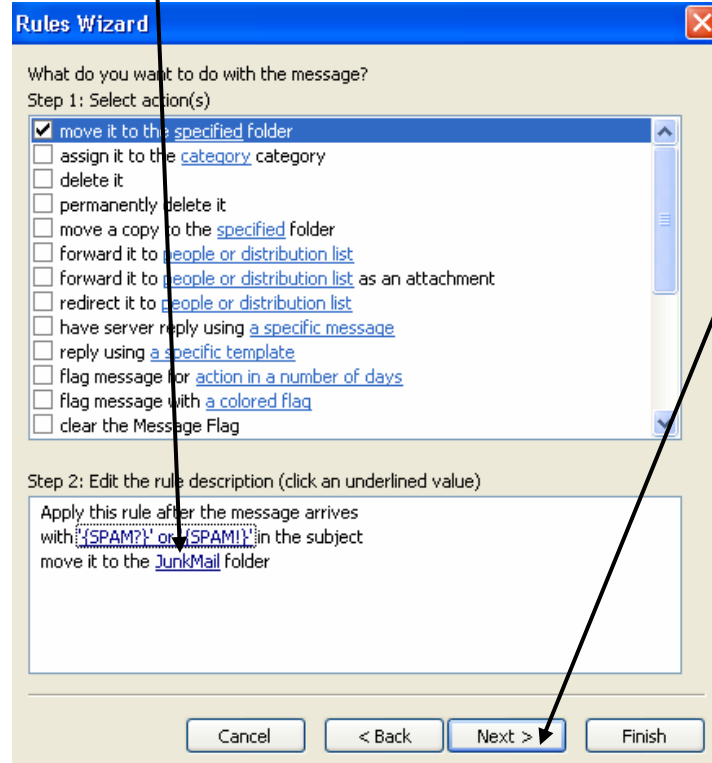
13. At the **Rules Wizard** panel, *What do you want to do with the message?* click the check box next to **move it to the specified folder**. Below, click on the phrase, **specified folder**.



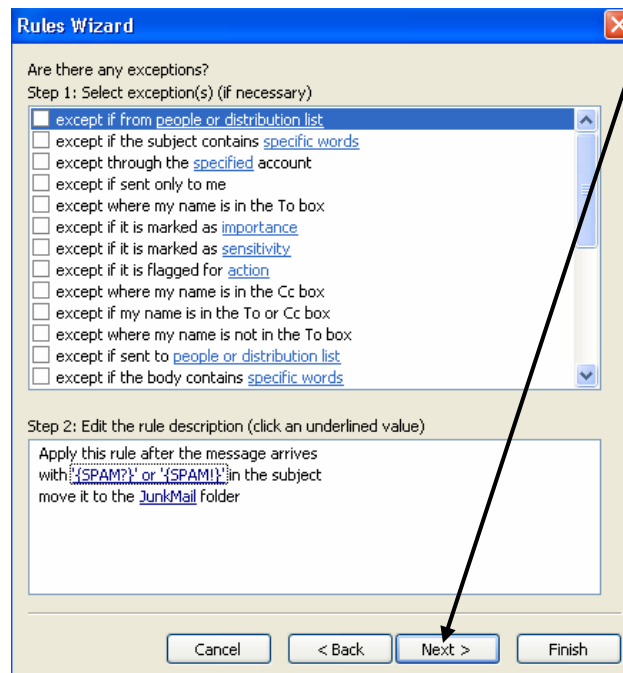
14. The **Rules Wizard Choose a folder** window opens. Select the folder previously created, **JunkMail**. Click **OK**.



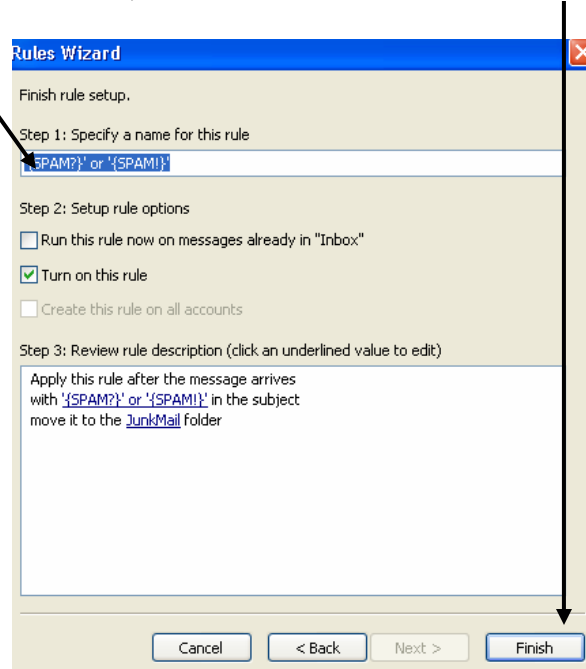
15. The selected folder, **JunkMail**, is included in the bottom description. Click **Next**.



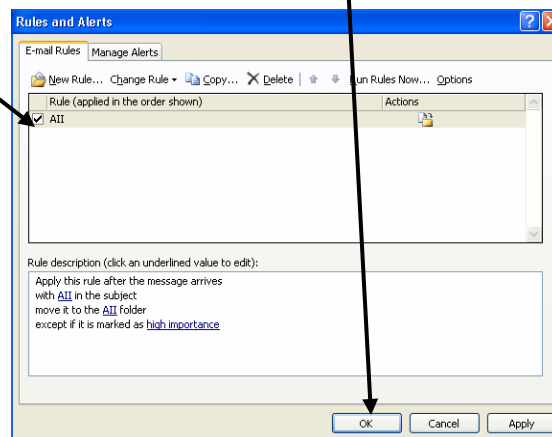
16. The panel, *Add any exceptions (if necessary)*, is not needed, so click **Next**.



17. A name for the rule has been created from the specified word, {SPAM}, under *Please specify a name for this rule*; leave this value. Click **Finish**.



18. The filtering rule has been created. Click **OK** to close the **Rule Wizard**.



The junk mail filtering rule and its respective folder have been created. To eliminate reaching the maximum server mail capability (100MB), 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.