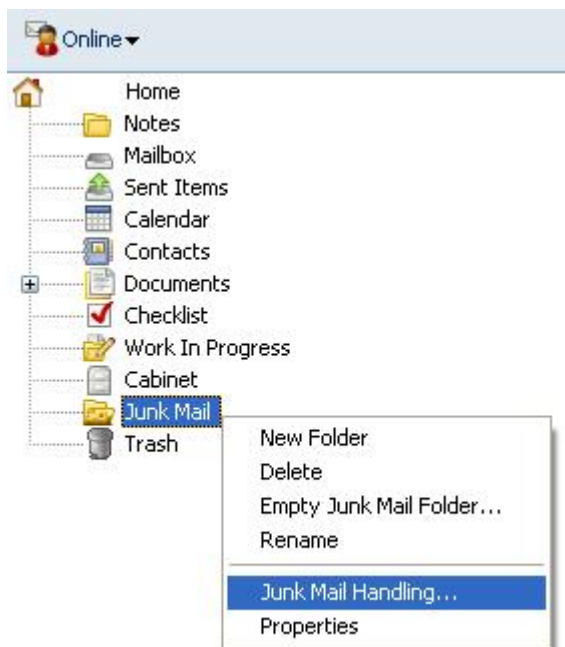


Setting Up Junk Mail Filtering

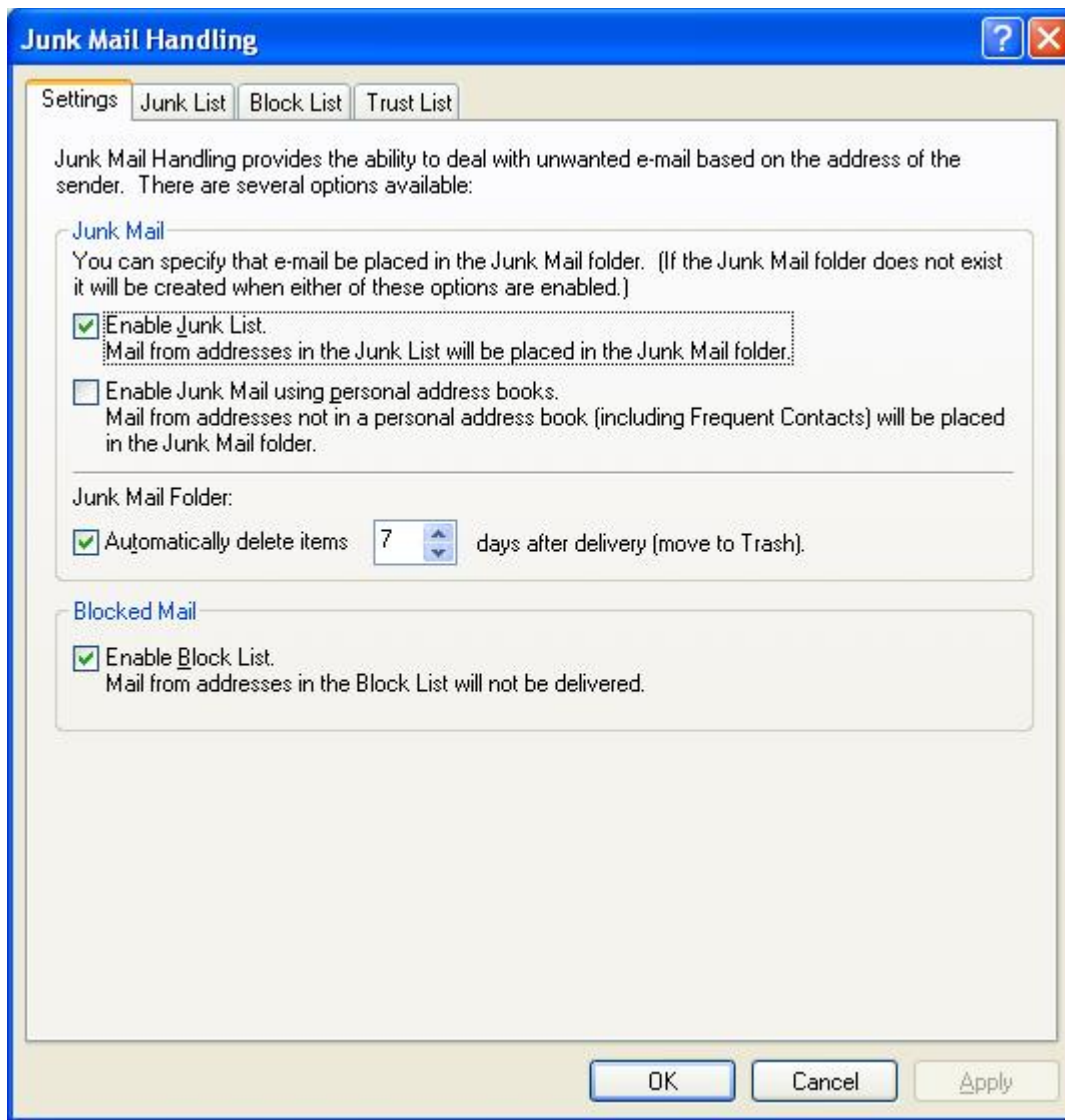
This feature allows you to decide how you want to deal with junk mail and what should be categorized as junk.

**Please note that junk mail controls are not available from WebAccess.

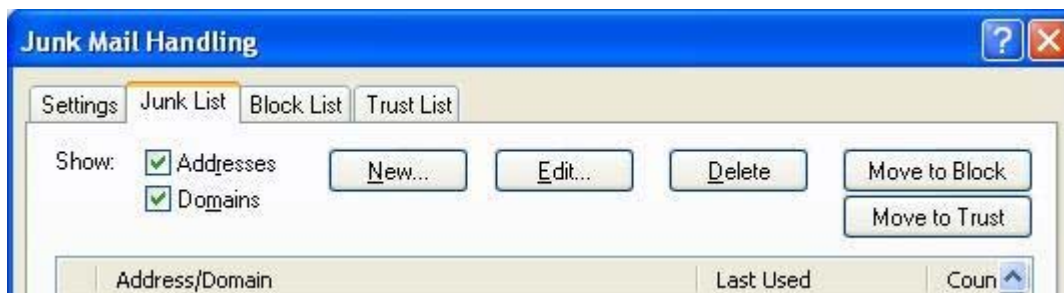
1. Begin by right clicking on the **Junk Mail** folder and selecting **Junk Mail Handling**.



2. After selecting the **Junk Mail Handling** option, the **Junk Mail Handling** screen should appear with the **Settings** tab on top.
 - a. Check **Enable Junk List**- All email addresses placed on the Junk List from now on will be moved into the Junk Mail Folder.
 - b. **Enable Junk Mail using personal address book** - This option is currently unchecked. Checking this option will move all email addresses NOT currently in your address book to the Junk Mail Folder.
 - c. Your **Junk Mail Folder** can automatically delete mail that has been placed inside. Check the Automatically delete option and enter the number of days you wish mail to remain in the Junk Mail Folder before being removed and placed in the Trash Folder.
 - d. If you would like to stop receiving mail altogether from a particular email address. Check **Enable Block List**. All addresses placed on the Block List will not be delivered to your mailbox.



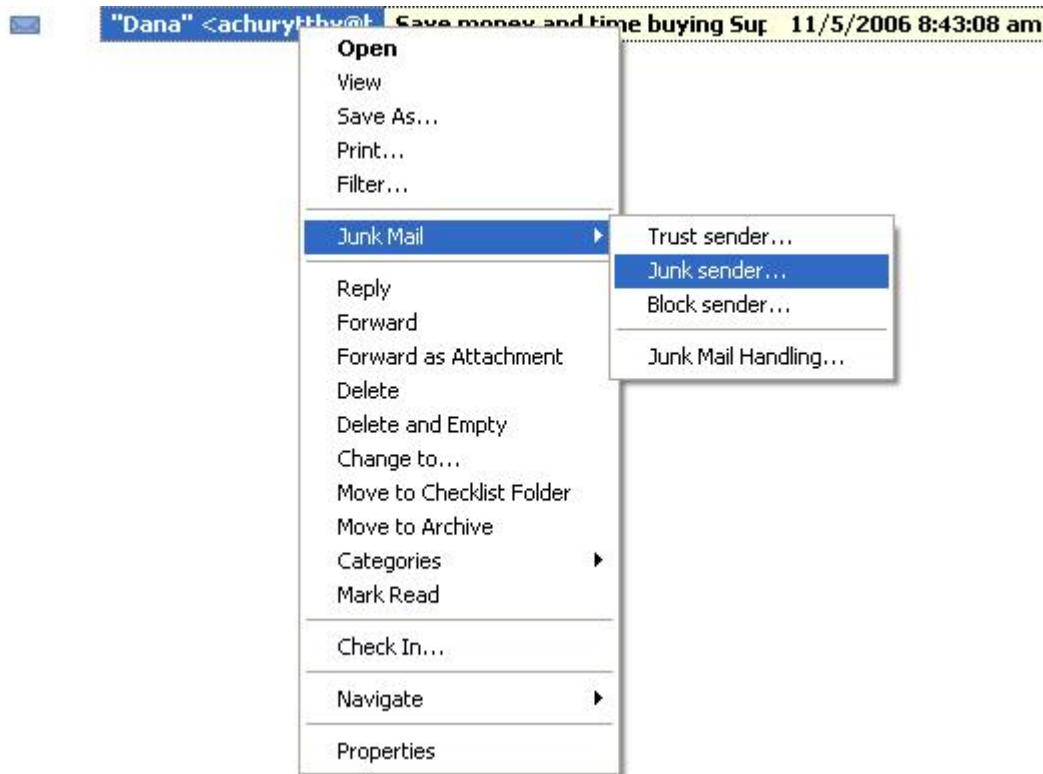
3. Next, you will need to add addresses to your junk mail list, block list, and trust list. The tabs to each of these are located at the top of the Junk Mail Handling screen.
 - a. Junk Mail List- Mail from all addresses/domains listed will be moved into the Junk Mail folder upon receipt.
 - b. Block List- Mail from all addresses/domains listed will not be delivered to your mailbox.
 - c. Trust List- This list will allow messages to come through if you have the Personal address book option selected



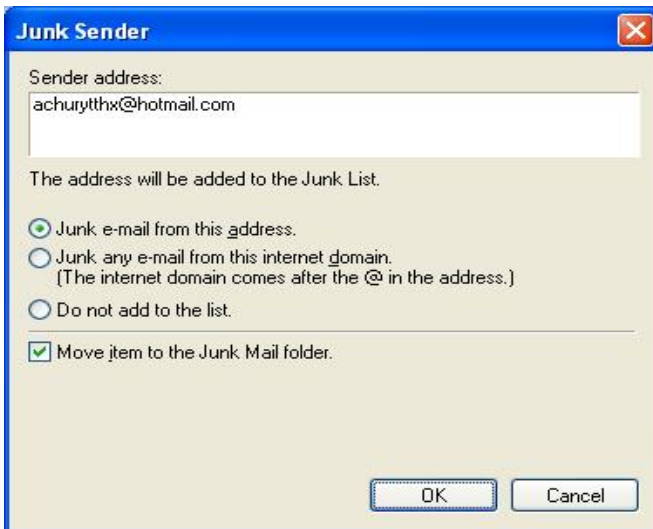
Remember, any addresses that are in your junk mail lists can be modified or removed if you want to start receiving messages.

Filtering Junk Senders to the Junk Folder

1. When a new junk mail messages comes into your mailbox right click on the message and select Junk Mail from the menu. Then select Junk Sender. This moves the message to the Junk mail folder.



2. Next, the following window will appear.



The address you selected in your inbox should appear under Sender Address.

There are two options on what you want to move

1. Junk mail from this address (e.g. JoeHoya@hotmail.com)
2. Junk mail from this domain (e.g. @hotmail.com)

Be careful and remember if you move all messages from a domain you may end-up losing messages that you want. For example if you get a junk mail message from a hotmail account and you select **BLOCK ALL MESSAGES FROM THIS DOMAIN** then you will never receive a message from any hotmail account.

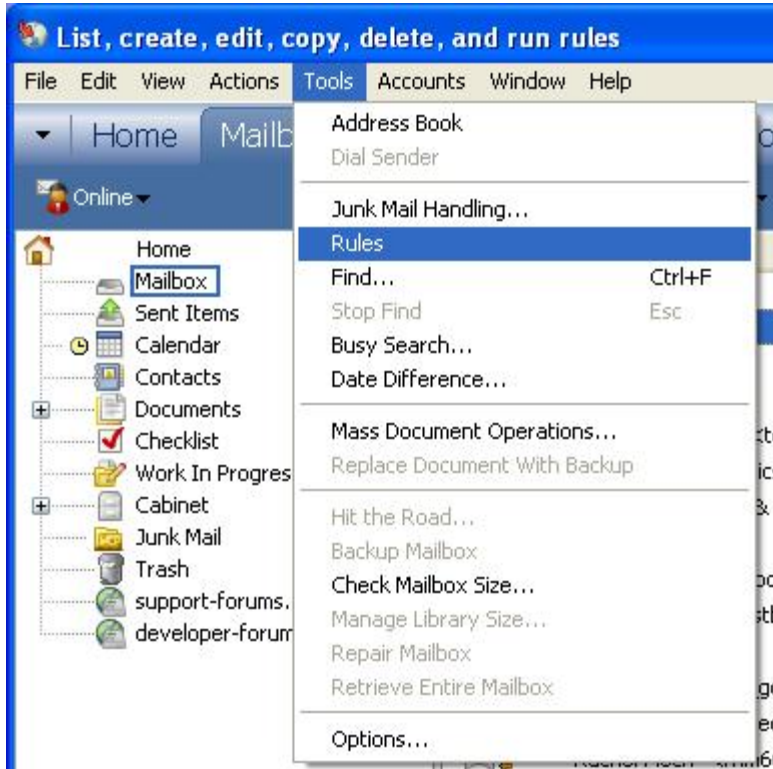
When using the Junk sender menu item the message is then moved to the Junk Mail Folder if the option is checked.

3. All messages will now be moved to the Junk Folder

MSBTC

Blocking Junk Mail from Subject Line

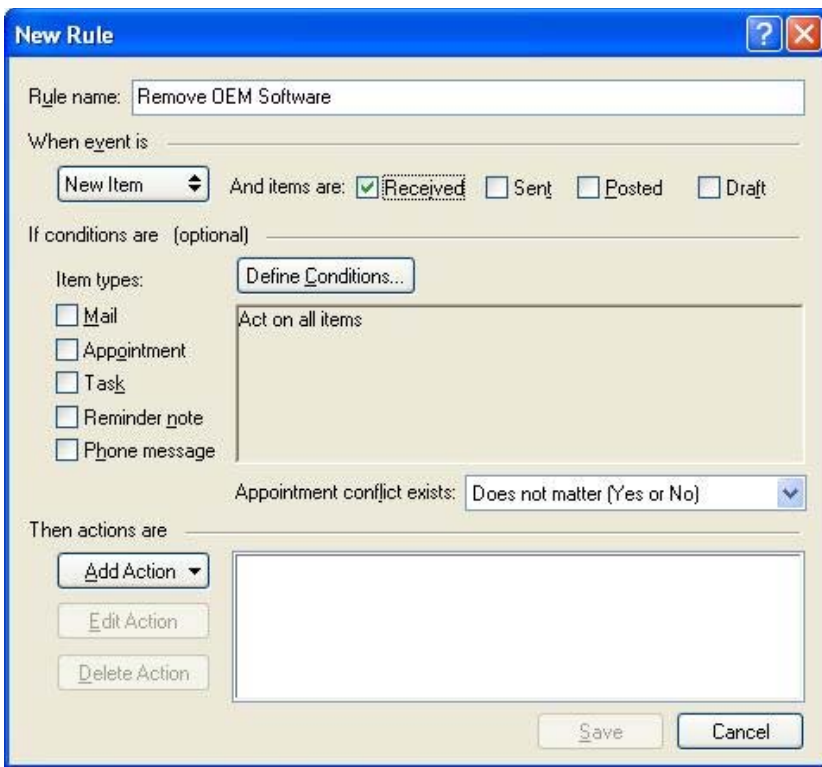
1. Once you open GroupWise, select the **Tools** menu and the **Rules** option.



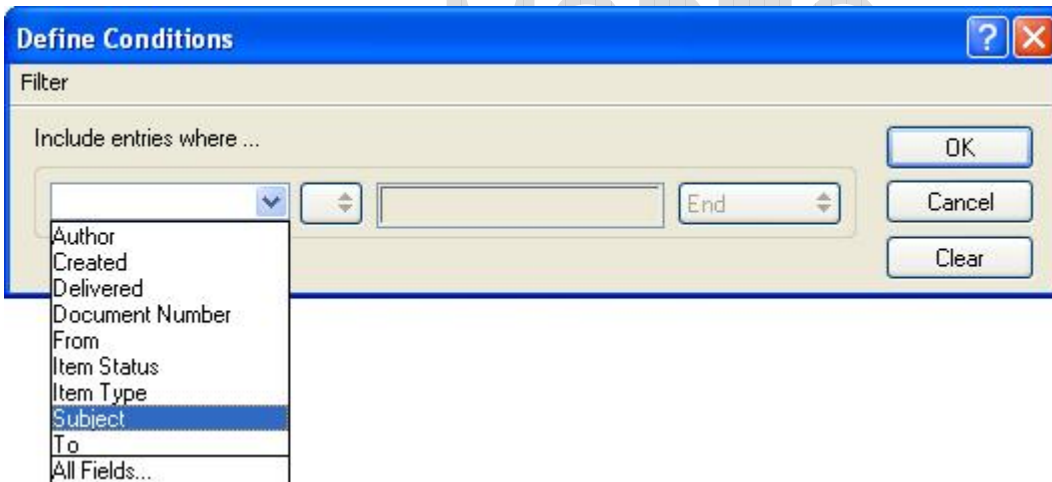
2. Here is the **Rules** dialog window. You may not have any rules present yet (unlike the rule list shown below). To create your possible virus rule, click on the **New** button.



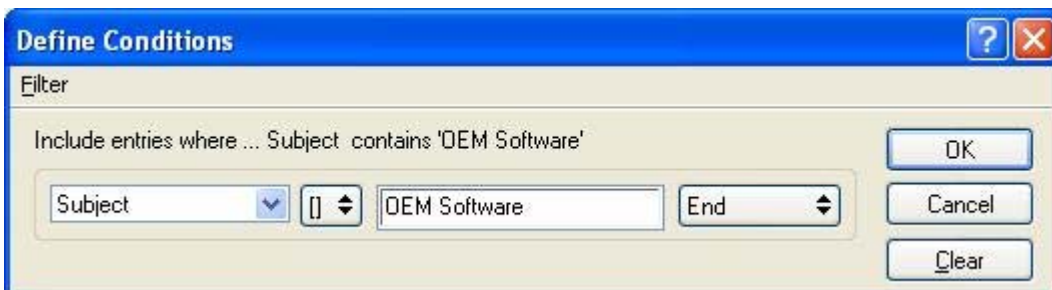
3. Name your rule as shown in the picture below and make sure that the **New Item** and **Received** options are both selected.



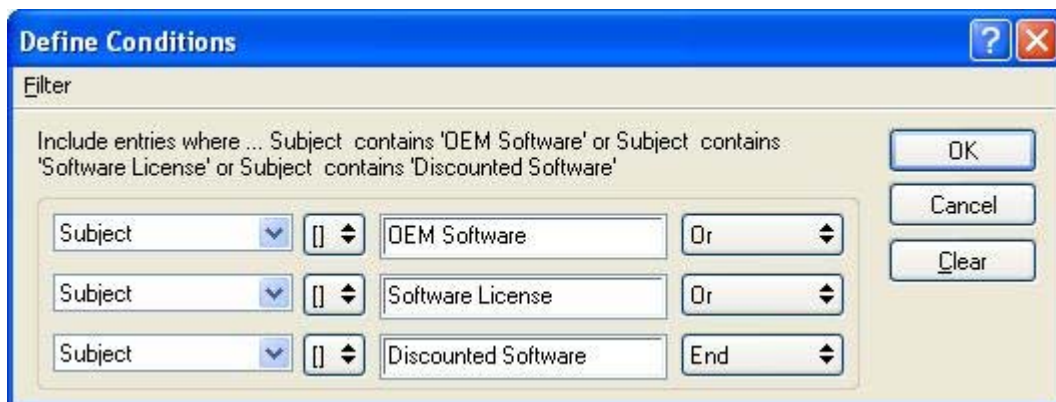
4. Click on Define Conditions. In the box, we are going to define the conditions for deleting emails with the subject heading "OEM Software." There is a drop down menu that will allow you to select Subject.



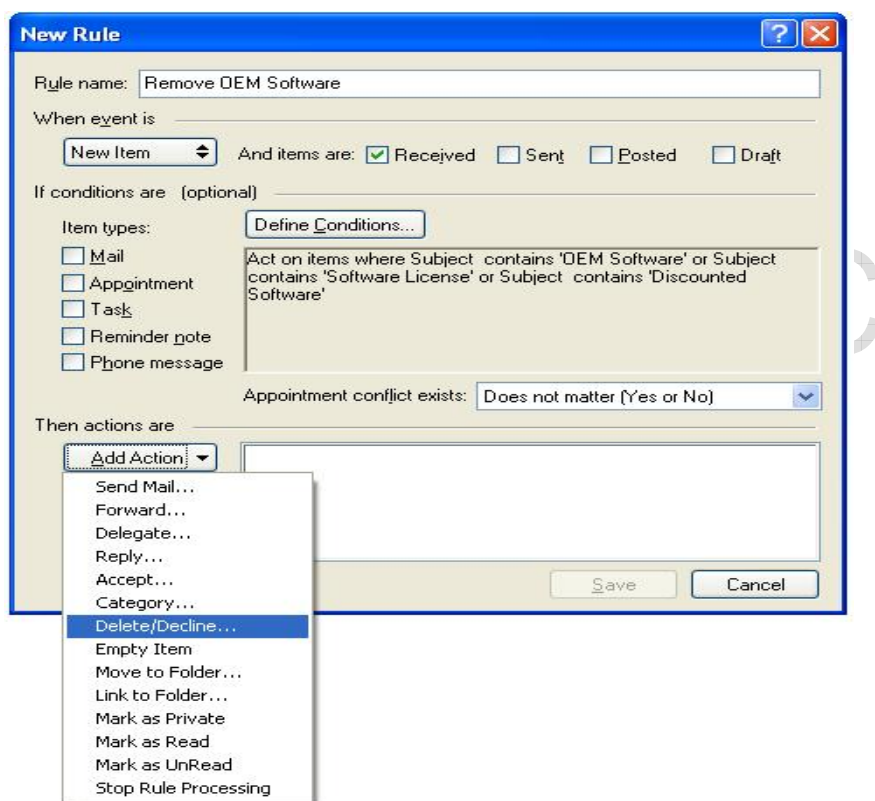
5. In the second box, enter the word or words that will be present in the subject heading for the emails which you would like to block. We are going to define the conditions for deleting emails that contain the subject heading "OEM Software."



6. If you would like to add more than one block, instead of choosing **End**, click on **And**. A second row will appear and you can repeat this step as many times as necessary. When you are finished, click **OK**.



Go to **Add Action** and in the drop down click on **Delete/Decline** menu.



7. The final window should look like the following.

New Rule [?] [X]

Rule name:

When event is And items are: Received Sent Posted Draft

If conditions are (optional)

Item types:

- Mail
- Appointment
- Task
- Reminder note
- Phone message

Act on items where Subject contains 'OEM Software' or Subject contains 'Software License' or Subject contains 'Discounted Software'

Appointment conflict exists: [v]

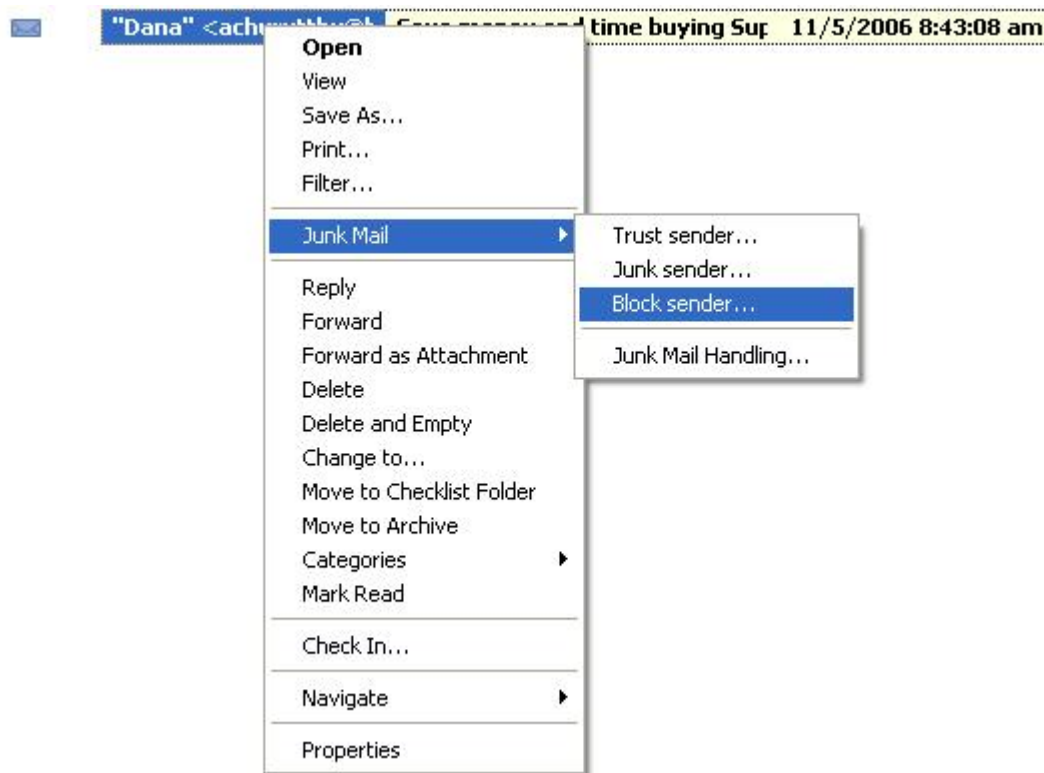
Then actions are

[v]

MSBTC

Blocking Junk Sender

1. When a new junk mail messages comes into your mailbox right click on the message and select Junk Mail from the menu. Then select how you want to handle the Junk Mail message. Select **Block Sender** and delete all incoming messages from this sender.



2. You should see the Block Sender window



The address should appear under **Sender Address**

There are two options on what you want to block

1. Junk mail from this address (e.g. JoeHoya@hotmail.com)
2. Junk mail from this domain (e.g. @hotmail.com)

Be careful and remember if you block all messages from a domain you may end-up losing messages that you want. For example if you get a junk mail message from a hotmail account and you select **BLOCK ALL MESSAGES FROM THIS DOMAIN** then you will never receive a message from any hotmail account.

If you select the move item to trash folder the current email you received will be placed in your trash folder.

All messages from the sender will now be blocked and moved to the trash folder.

MSBTC