

Filtering Spam

This tutorial will show you how to create a new rule to filter out unwanted spam from your email.

1. Create a new folder. See fig 1.

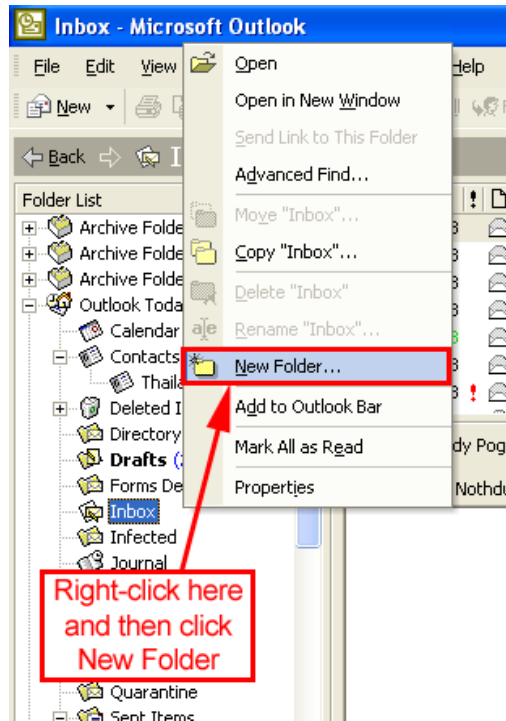


Figure 1 - Create a new folder

2. Name the folder "Filtered Spam" as shown in fig 2.

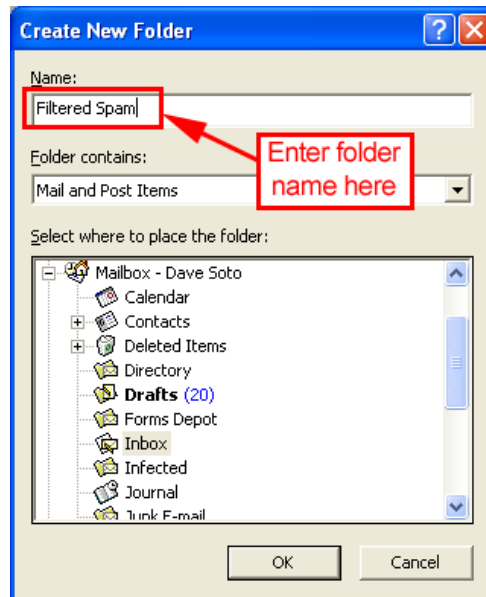


Figure 2 - Enter folder name

3. Click Tools / Rules Wizard to create a new rule. See fig 3.

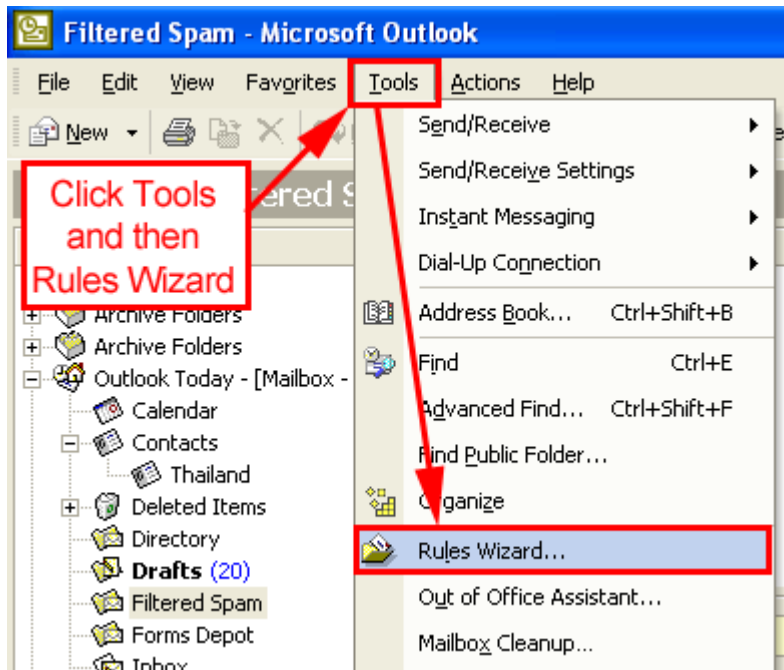


Figure 3 - Click Tools / Rules Wizard

4. In the Rules Wizard dialog box, click New as shown in fig 4.

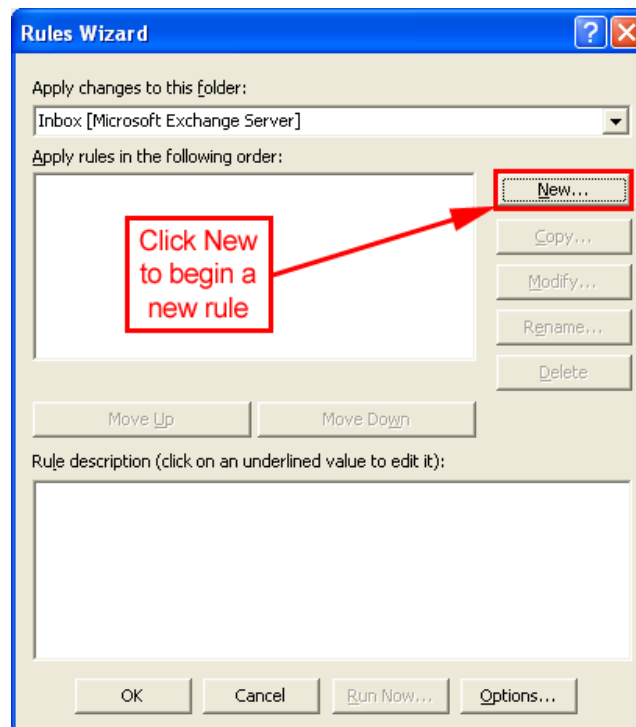


Figure 4 - Click New to begin a new rule

5. In the next screen, fig 5, make sure the radio button “Start from a blank rule” has been selected.
 - a. The default selection, “Check messages when they arrive” is selected.
 - b. Click Next to continue building the rule.

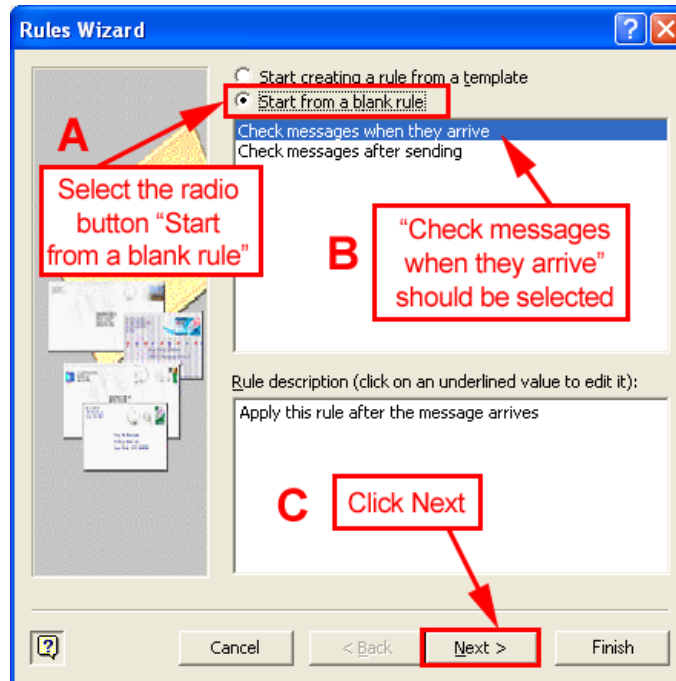


Figure 5 - Check the settings for the rule

6. After clicking Next, you will scroll down the list in the top half of the dialog screen and select “with specific words in the message header” as shown in fig 6.

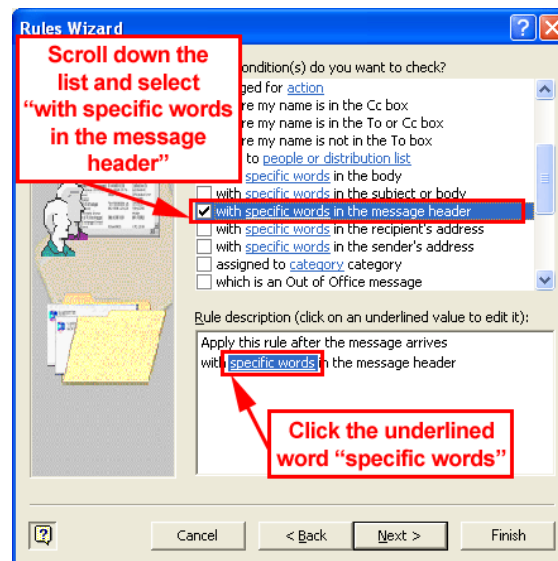


Figure 6 - Make sure to select the correct checkbox

7. Now click on the underlined words “specific words” in the second half of the dialog box, as shown in fig 6.

8. In the next dialog box, enter the words "X-PerIMx-Spam" in the text box and then click Add as shown in fig 7.

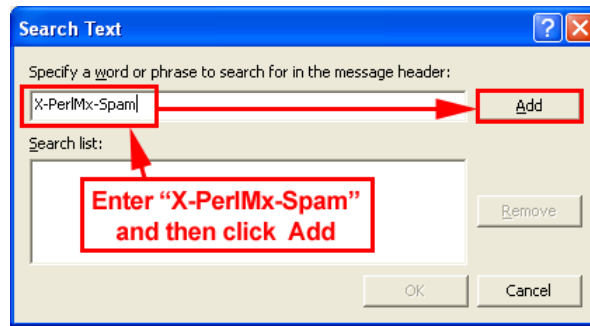


Figure 7 - Enter text and then click Add

9. Once you click Add, the text shows up in the "Search List" text box. Click OK to continue, as shown in fig 8.

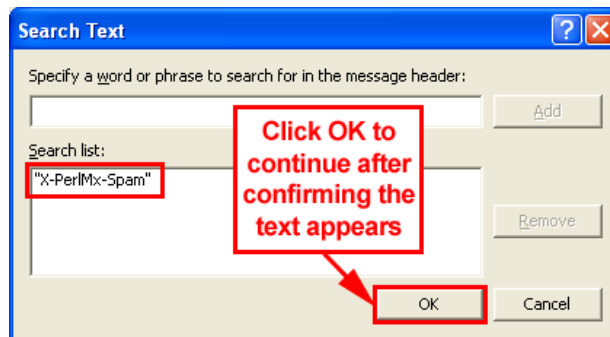


Figure 8 - Click OK to continue

10. Fig 9 shows the two changes that have been made. Click Next to continue.

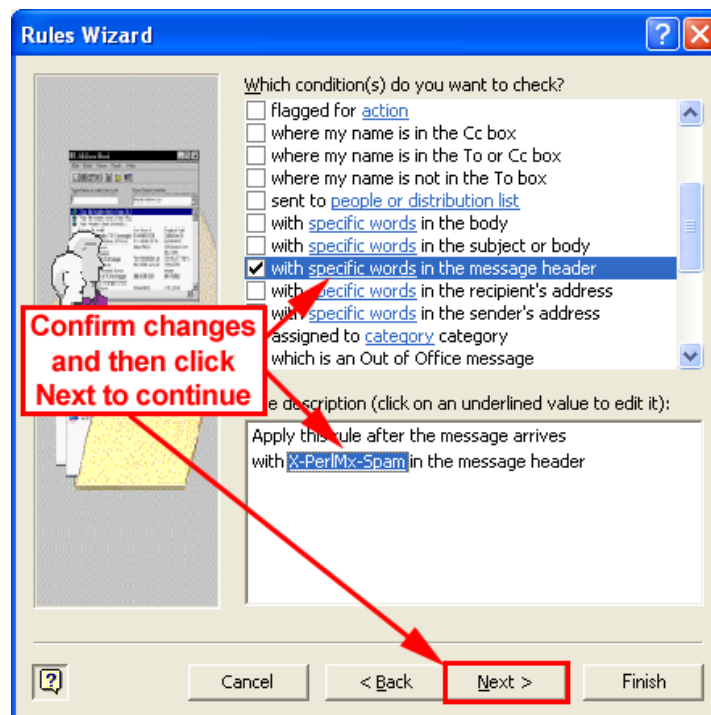


Figure 9 - Confirm changes and click Next to continue

11. In the next dialog box, make sure to place a checkmark by “move it to the specified folder” and then click the underlined word “specified”, as shown in fig 10.

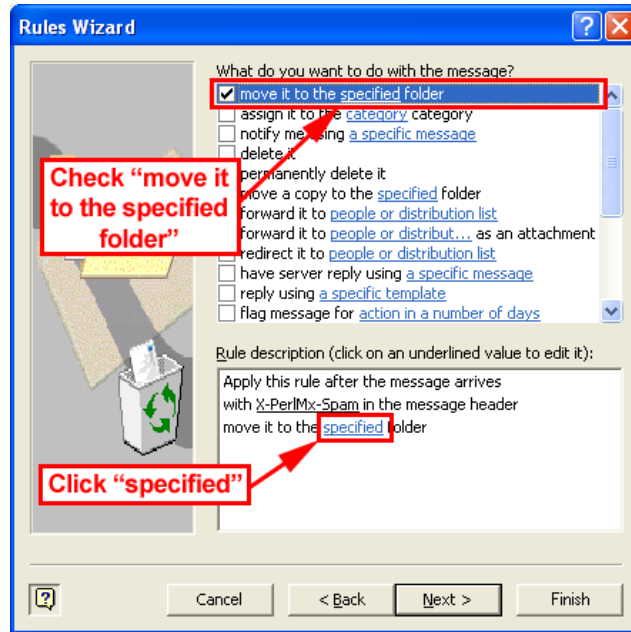


Figure 10 - Click checkmark and specified

12. After clicking the underlined word “specified”, a folder dialog box appears. Select the folder “Filtered Spam” and then click OK as shown in fig 11.

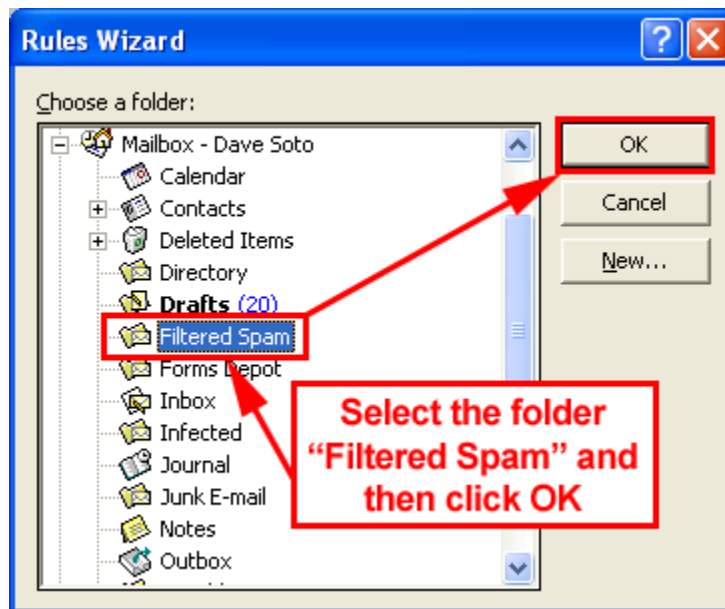


Figure 11 - Select the folder and click OK

13. Fig 12 shows what the finished rule screen should look-like.

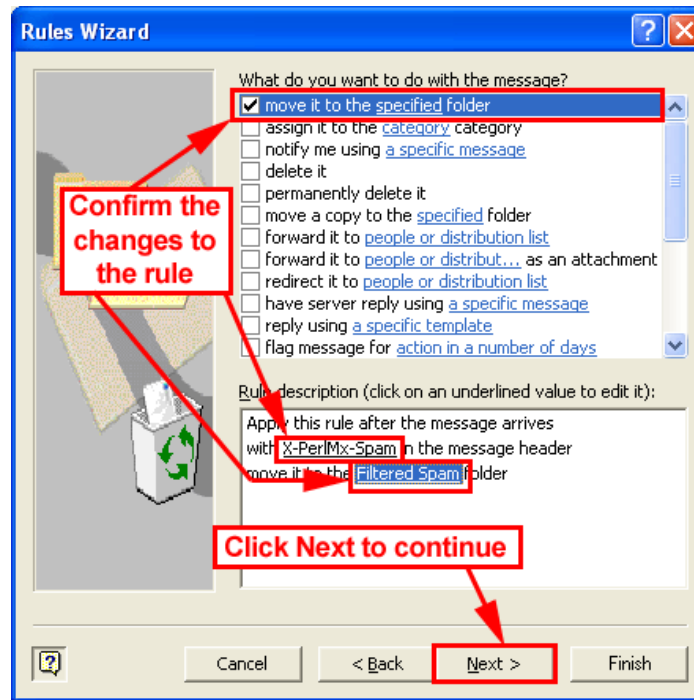


Figure 12 - Confirm rules changes and click Next

14. Ignore the next Exception screen as shown in fig 13.

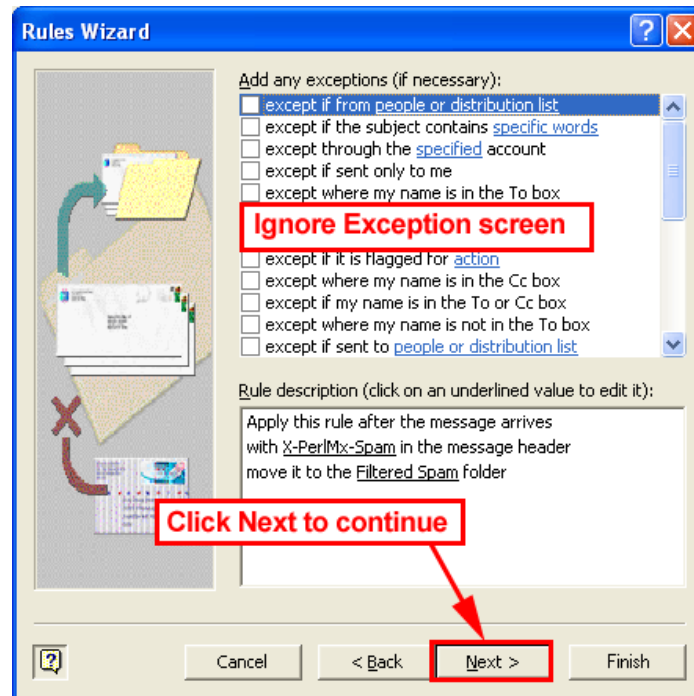


Figure 13 - Ignore this screen and click Next

15. Fig 14 shows the final options before clicking Finish to complete the rule.

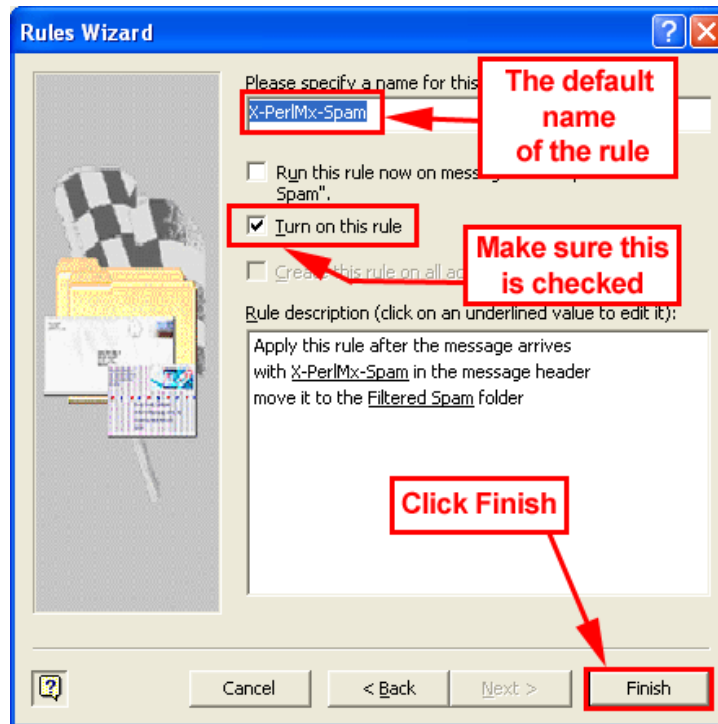


Figure 14 - Confirm final changes

You have just completed creating a rule to filter out unwanted spam from your email.