

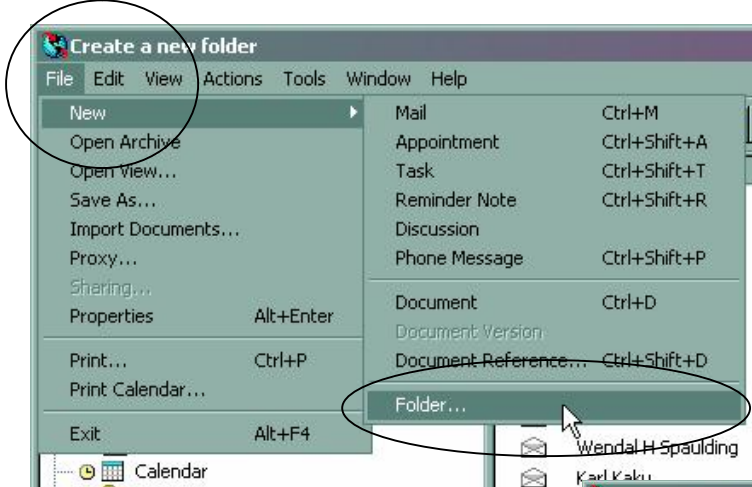
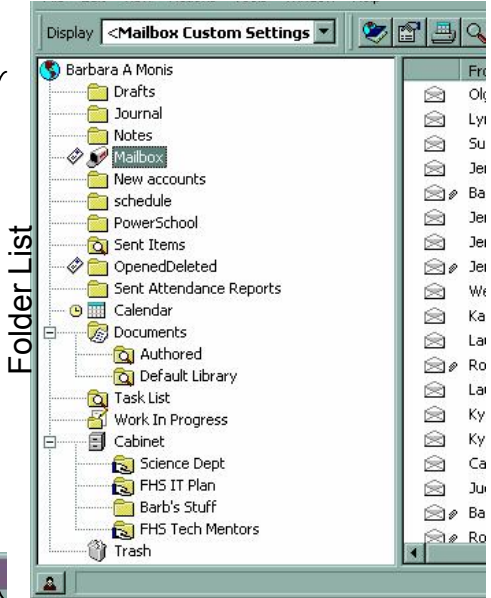
GroupWise "SPAM" Filter

Like other email programs such as *Outlook* and *Outlook Express*, we can set up folders and rules in **GroupWise** to manage our email. This document will show you how to set up a rule to move your email identified as "SPAM" by the district filter into a special folder. This allows you to quickly peruse it for any "mistakes" (i.e. email that should not have been identified as SPAM) and then to delete all the contents of the folder at once. The filter must be set up in the "client" and cannot be done from GW Web Access.

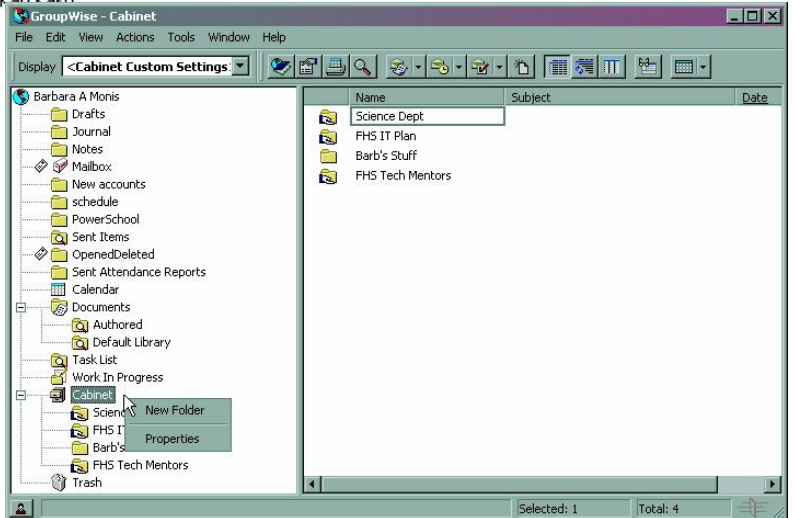
First, set up a personal folder:

From
Groupwise
client folder list,

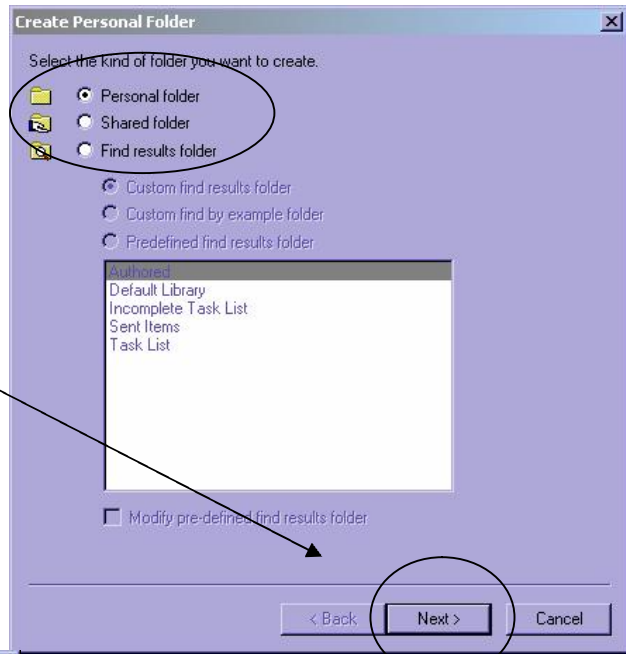
Go to **File**,
select **New**,
Folder



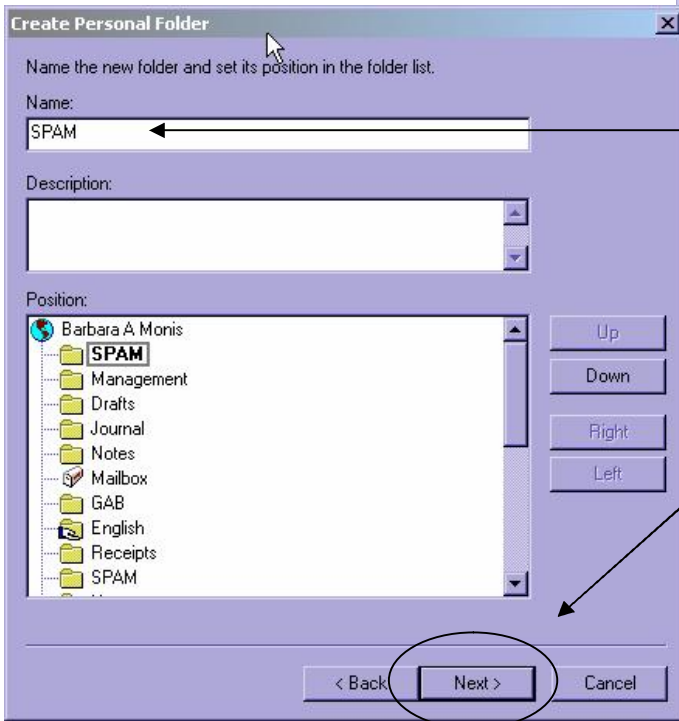
OR
Right click in
the folder frame
and select
New Folder



Select **Personal Folder**,
Next

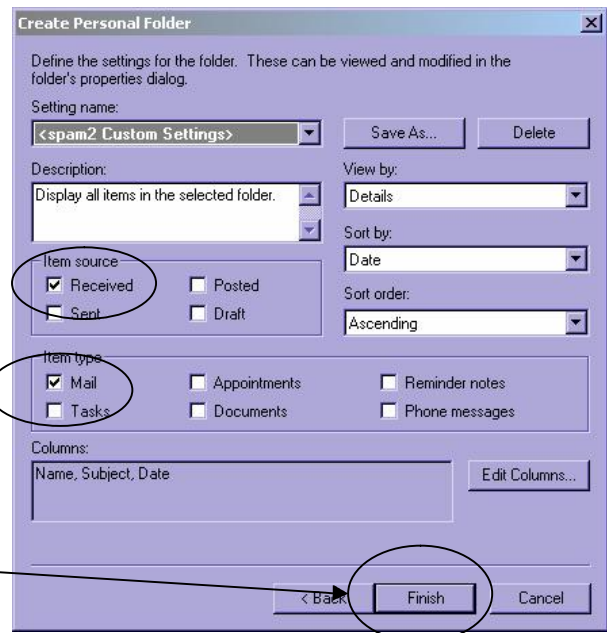


Name the folder **SPAM**.



Click **Next**

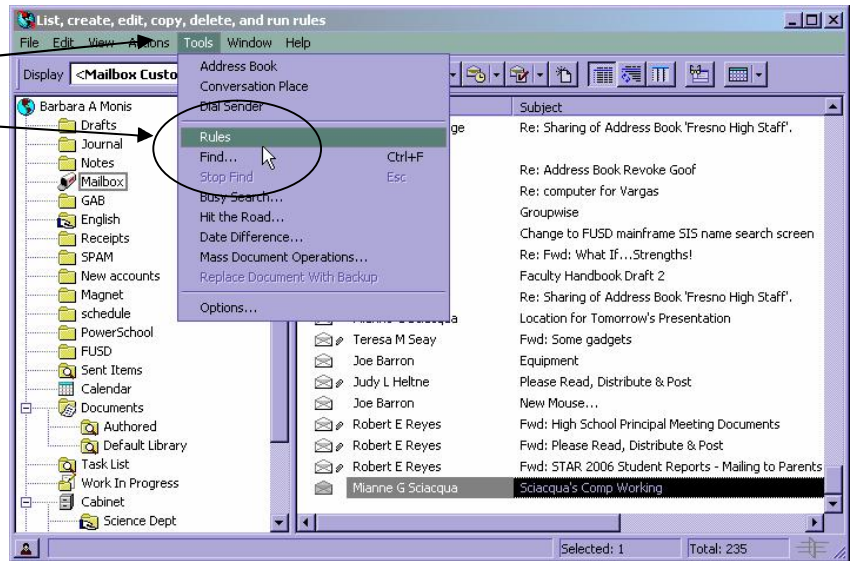
Settings can be left as is with all
boxes checked or you can uncheck
all but **Received** and **Mail**.



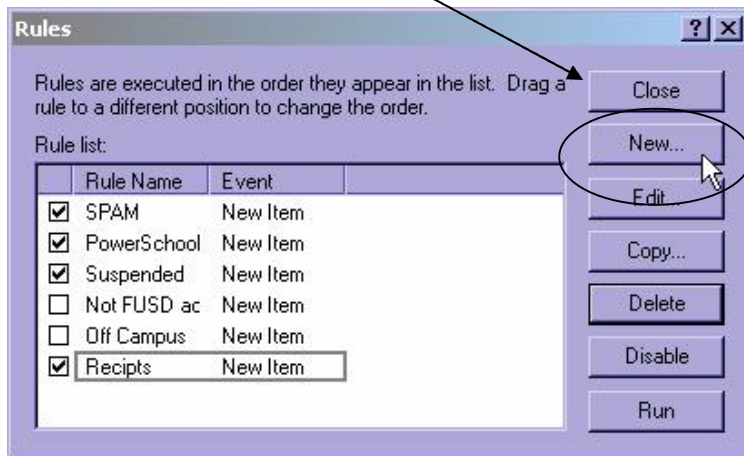
Click **Finish**.

Second, set up a rule:

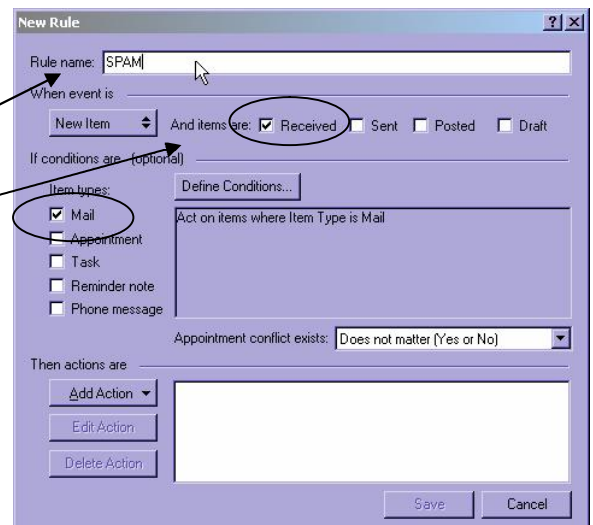
From the **Tools** menu, select **Rules**



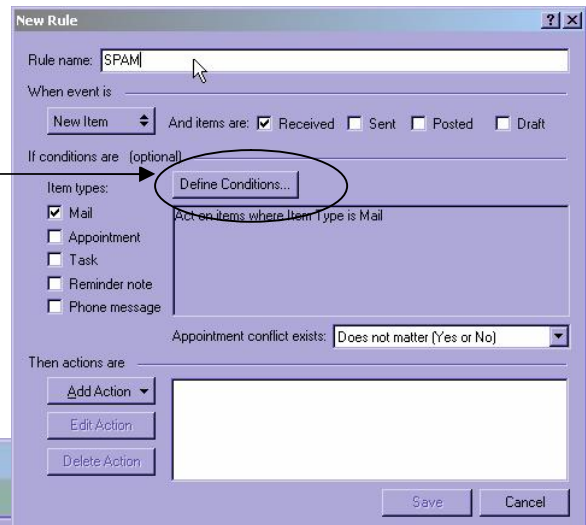
Click **New**



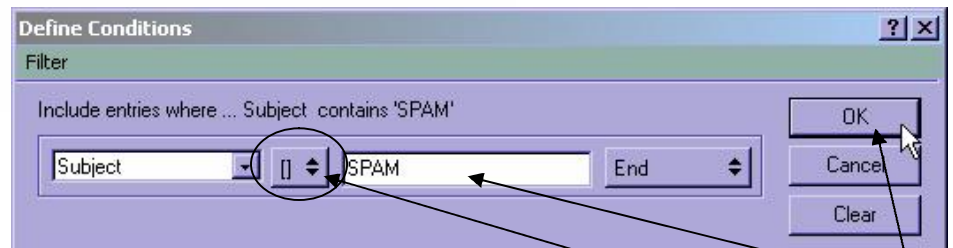
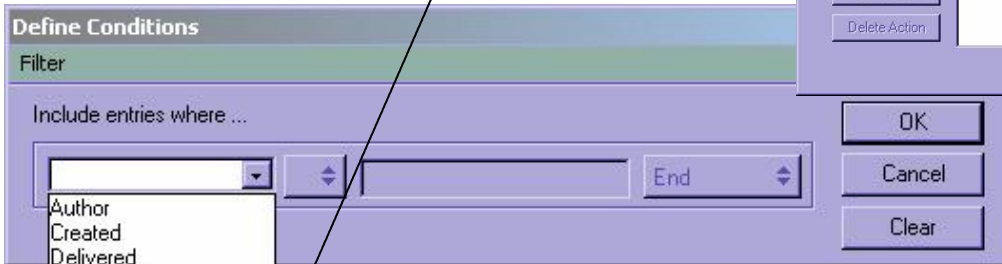
Type a name for the rule. In this case we will call it **SPAM**.
Check the boxes for **Received** items and **Mail**.



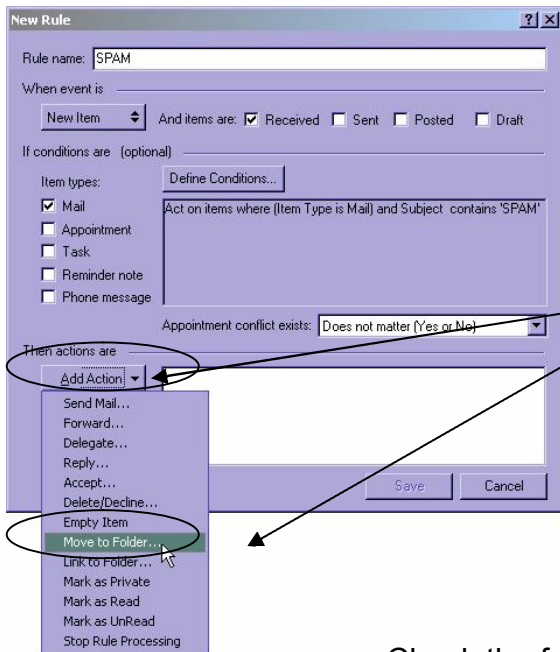
Click **Define Conditions**



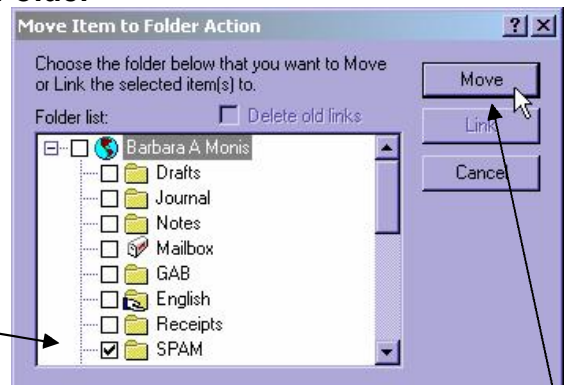
Under **Include entries where...**
Select **Subject**



In the middle section select **Contains**
and type **SPAM** or ******SPAM******
in the space.
Click **OK**.



Click **Add Action**,
Select **Move to Folder**



Check the folder **SPAM**

Click **Move**