

Spam Filter Instructions

If you've been using the Internet for any length of time, you've probably received plenty of junk email. We dislike it as much as you do.

We are now marking messages we suspect are unsolicited e-mails by adding the tag [SPAM] to the subject header line. You can configure a filter in your e-mail to move any message with that header (or whose headers contain that string) to a junk-mail folder or to your trash folder. We recommend double-checking each message before you empty the folder to be sure that the filter didn't mark something you actually wanted. Most of the time, it's obvious from the From: and Subject: headers that something is junk, so a quick check is all that's required.

Below are brief instructions for constructing the necessary filters in Outlook, Outlook Express, Netscape Messenger, Eudora Pro, and Eudora Light.

If you have any problems or questions, please contact us.

MICROSOFT OUTLOOK EXPRESS

- Open Outlook Express and then go to the Inbox.
- Go to the " **Tools** " menu, select " **Message Rules** " and then select " **Mail** ". If you haven't ever setup a Message rule, a new window should appear titled " **New Mail Rule** ". If this window doesn't appear, click the " **New** " button to the right on the window that does appear (it should be the " **Message Rules** " window).
- In the top box, titled " **Select the Conditions for your rule:** " select and check the box to the left of " **Where the Subject line or body contains specific words.** "
- In the second box, titled " **Select the Actions for your rule:** " select and check the box to the left of " **Move it to the specified folder.** "
- In the third box, you should see the phrases " **contains specific words**" and " **specified** " in a different color and underlined.
- Click on the phrase " **contains specific words** " to make the new window titled " **Type Specific Words** " appear. In the top, short box put in:

[Spam]

and then click the " **Add** " button to the right (note: it's case sensitive). Click " **OK** " to return to the previous window.

- Now, click on the phrase " **specified** " to make the new window titled " **Move** " appear. You should see an entry titled " **Local Folders** ". Double-click on it to make your Outlook Express folders appear. You can now either create a new folder with the " **New Folder** " button, or simply click on the " **Deleted Items** " folder. Now, click " **OK** " to return to the previous window.
- The last step is naming the new mail rule. Go to the fourth and last box titled " **Name of the rule:** " and replace the text in the box with the word SPAM.
- Click the " **OK** " button to finish creating the filter.
- You'll now see the " **Message Rules** " window appear. This window simply lists all of your filters. To return to Outlook Express, just click the " **OK** " button.
- You're all set!

MICROSOFT OUTLOOK

- Open Outlook Express and then go to the Inbox.
- Go to the " **Tools** " menu, and select " **Rules Wizard...** "
- Click the " **New...** " button to the right.
- Select and highlight " **Check messages when they arrive** " and then click " **Next >** "
- In the box at the top, titled " **Which condition(s) do you want to check?** " scroll down to, select and mark the check box to the left of the item titled " **with specific words in the subject or body.** "
- In the lower box you should now see that the phrase " **specific words** " is a different color and underlined. Click on the phrase and a new window titled " **Search Text** " will appear. In the " **Add new** " box put:

[Spam]

and then click the " **Add** " button to the right (note: it's case-sensitive). Click " **OK** " to return to the previous window.

- Click " **Next >** " to continue.
- On the next window, select and check the box next to the entry titled " **move it to the specified folder.** "
- In the box, titled " **Rule description** " you should see the phrase " **specified** " in a different color and underlined. Click on the phrase and a new window will appear. Double-click on the " **Personal Folders** " entry to make all of your folders appear. You can now either create a new folder with the " **New...** " button, or simply click on the " **Deleted Items** " folder. Now, click " **OK** " to return to the previous window.
- Click the " **Finish** " button to continue.
- You'll now see the " **Rules Wizard** " window appear. This window simply lists all of your filters. To return to Outlook, just click the " **OK** " button.
- You're all set!

NETSCAPE MESSENGER

- Open your Netscape Messenger software and then go to the Inbox.
- Go to the " **Edit** " menu, and select " **Message Filters...** "
- Click the " **New...** " button to the right.
- In the first box, titled " **Filter name:** " put SPAM for the name of the filter.
- Next, make sure that of the two selections " **Match any of the following** " is selected.
- Next, be sure that " **body** " and " **contains** " are selected in the two drop-down boxes (this should be the default).
- In the far right box, after " **contains** " put:

[Spam]

(note: it's case-sensitive).

- Now, below and just to the right of " **then** " be sure you have " **Move to folder** " selected in the drop-down list (this should be the default).
- In the next drop-down list, click on the Inbox entry to open the list, and then select " **Trash** " (if you'd like to send it to a different folder, you can use the " **New Folder** " button to the right).
- Click the " **OK** " button to finish.
- Click the " **OK** " button to return to the Messenger software.
- You're all set!

EUDORA PRO

- Open Eudora Pro and locate the menu at the top of the window.
- From the " **Special** " menu, select " **Make Filter** ".
- In the new window that opens, under the " **Match Conditions** " section, verify a check exists next to " **Incoming** " and a dot next to " **Body** " entries.
- Since a previous message may have been highlighted when you began this procedure, you may need to clear out the text box immediately to the right of " **Body.** " Simply clear out the contents of " **Body** " text box and enter the following:

[Spam]

Which should be entered EXACTLY as it appears above with no other text or characters.

- You have three choices under the " **Action** " segment of the window. A dot next to " **Transfer to New Mailbox** " requires you to enter a mailbox name under which the tagged messages will be transferred. A dot next to " **Transfer to Existing Mailbox** " allows the messages to be filtered to a mailbox you already use. If you do not wish to save the messages for review you can place a dot next to the last option, " **Delete Message (Transfer to Trash)** " .

- Click on Create Filter to put it into action. Experienced users with pre-existing filters may wish to click on " **Add Details** " for more advanced options regarding working with filters.

- You're all set!

EUDORA LIGHT

- Open Eudora Light and locate the menu at the top of the window.

- From the " **Tools** " menu, select " **Filters.** "

- In the new window that opens, locate the " **New** " button toward the lower left hand corner.

- On the right hand side verify a check exists next to " **Incoming** " .

- From the pull down list to the right of " **Body** " select " **Subject,** " then in the text box to the right of " **contains** " enter the following:

[Spam]

Which should be entered EXACTLY as it appears above with no other text or characters.

- Then click on the first " **action** " pull down list and select " **Transfer To** " from the pop-up box that appears. With that selected a box will appear to the immediate right. Click on that box to select which mailbox you would like to transfer the tagged messages to, or click on " **New** " to create its own box for the messages to go into. If you wish to simply delete them, then select " **Trash.** "

- You're all set