



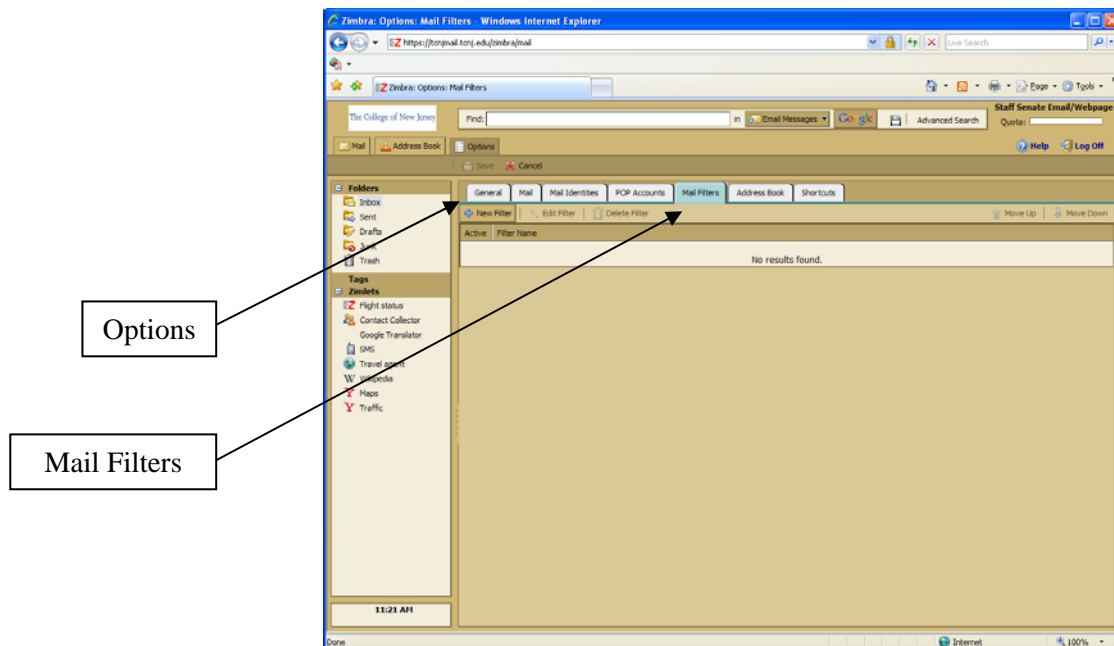
INFORMATION TECHNOLOGY

USER SUPPORT SERVICES

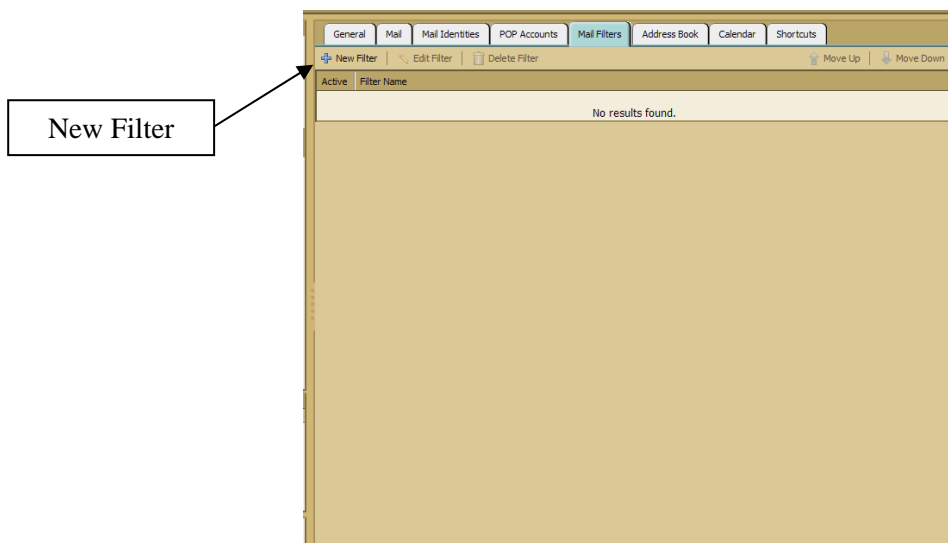
CREATE SPAM & OTHER EMAIL FILTERS

Create a Filter

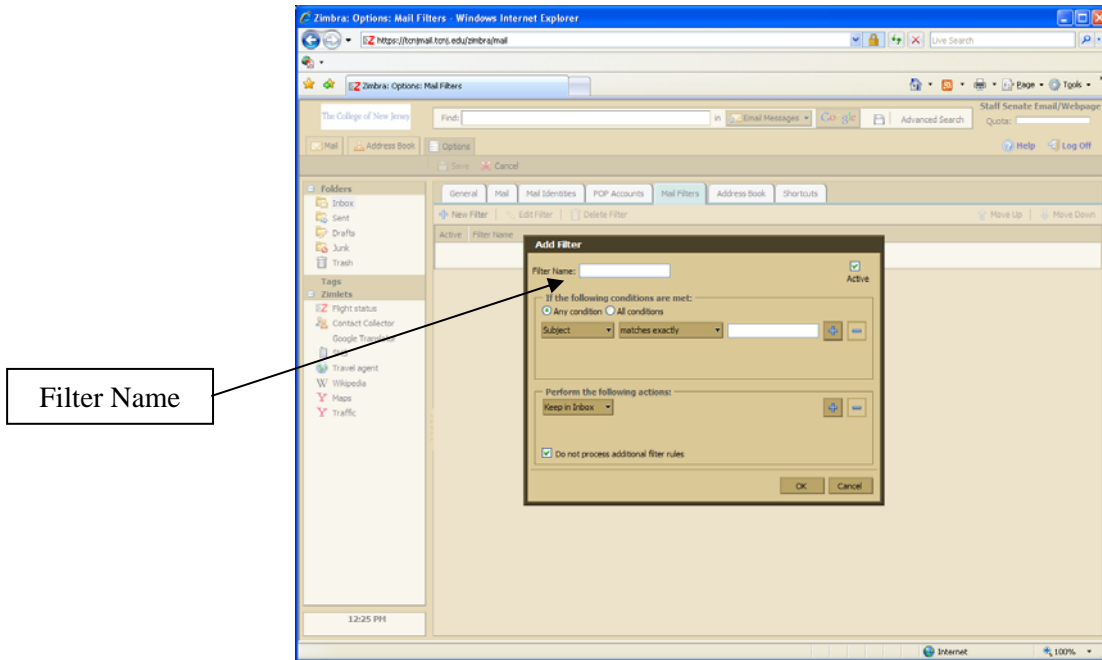
1. Click on the **Options** Tab & then **Mail Filters**
2. Any filters created will be listed.



3. Click the **New Filter** button



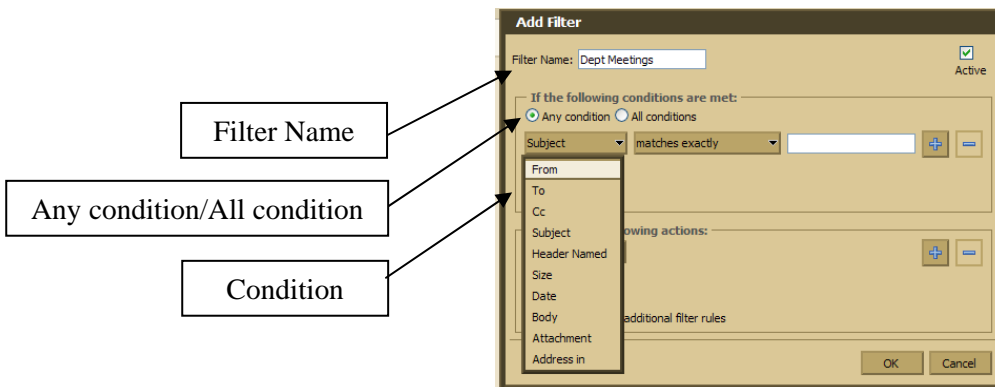
4. On the New Filter window, type a **Filter Name**.



5. Select **Any condition** or **All conditions**


- a. **Any condition** - If any of the conditions in the filter are met, apply the action.
 - i. Ex - Messages from jones@tcnj.edu or smith@tcnj.edu were received, they would go in a “Dept Meeting” folder created
- b. **All conditions** - All of the conditions in the filter must be met in order to apply the filter action
 - i. Ex.- Message sent from a specific individual AND to a particular address AND the body of the message contained a certain word or phrase (practice) it would go in a specified folder created


6. Click on the down arrow below & select a condition (Subject, To, From....)

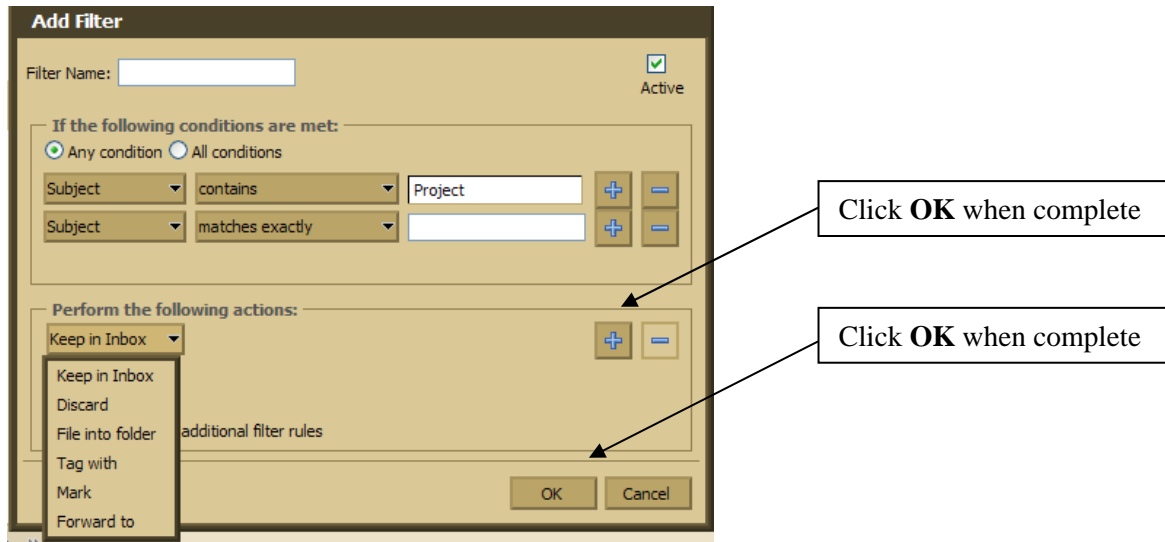


7. Click on the down arrow & select match requirement.

8. Type match information in field.

9. To add another condition, click on .

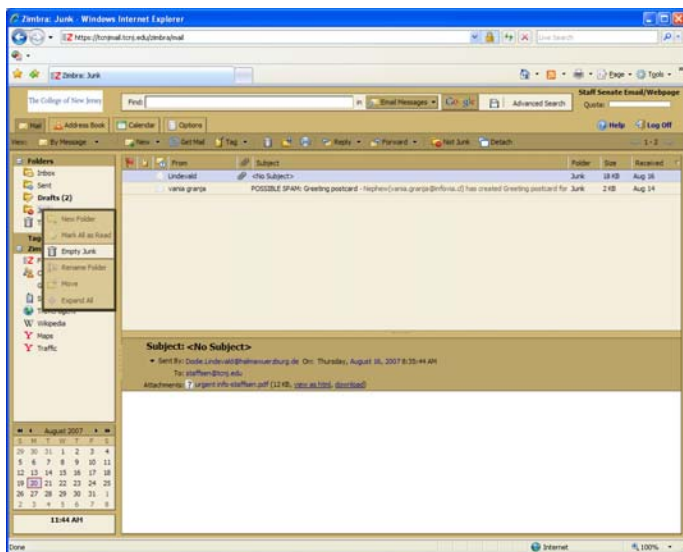
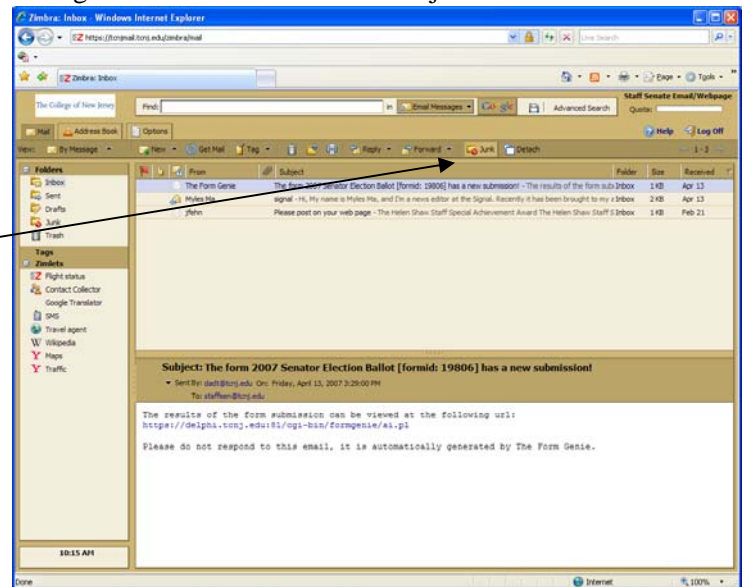
10. Click on down arrow at: **Perform the following actions** & select an action to be performed. Click  to add multiple actions.



To Mark email as Junk/Spam:

1. Highlight email & click **Junk** on the toolbar.
2. The email is moved to the Junk folder & the spam-training filter learns that the email is junk.

Junk



3. Empty the Junk folder by right-clicking the folder & choosing **Empty Junk**