

Spam Filtering

A new addition to your webmail account is Spam filtering software. This software will filter unsolicited e-mails from unknown users outside our network.

You will not notice any difference in webmail until you receive an outside e-mail. You will then see a new webmail folder named "Spam." If you expand (open) this folder, you will see three new subfolders – blacklist, quarantine, and white list.

Anything perceived to be spam (junk e-mail) will be placed in your quarantine folder. Items in the quarantine folder will remain there for 2 days only, and then will be automatically deleted. For this reason, it is important to check your quarantine folder regularly. Should something land in your quarantine folder that is from a sender you know and would like to continue to receive, you will need to follow the directions below:

1. Right-click on the quarantined e-mail. A menu will appear. Left click on "move/copy to folder."
2. From the move/copy dialog box, expand the spam folder, select the whitelist subfolder, and click copy.
3. Right click the quarantined e-mail again. Left click on "move/copy to" folder.
4. In the move/copy dialog box, select your "inbox" and click move.

To identify an unsolicited e-mail as spam and prevent future deliveries to your inbox, follow the directions below:

1. Right click on the unwanted e-mail. A menu will appear. Left click on the "move/copy to folder."
2. From the move/copy dialog box, expand the spam folder, select the blacklist folder and click move.

For further instructions, call 8060. You may want to print/save these instructions for future use.