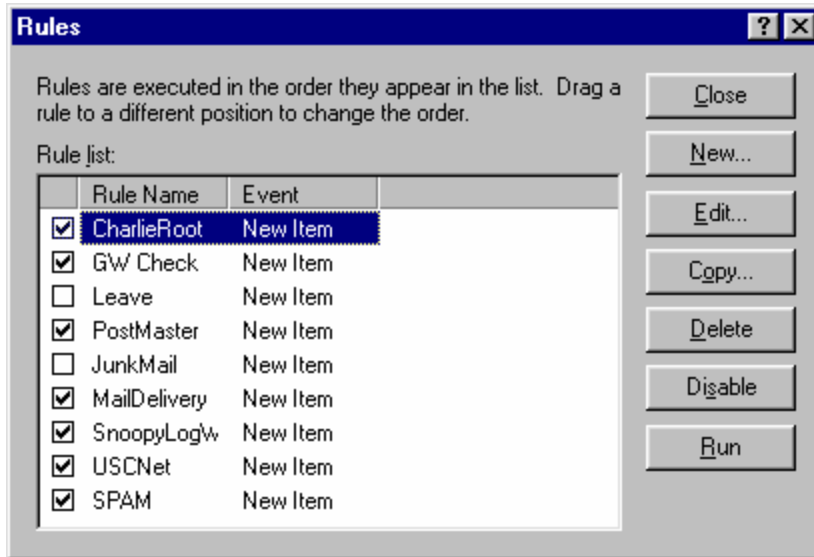
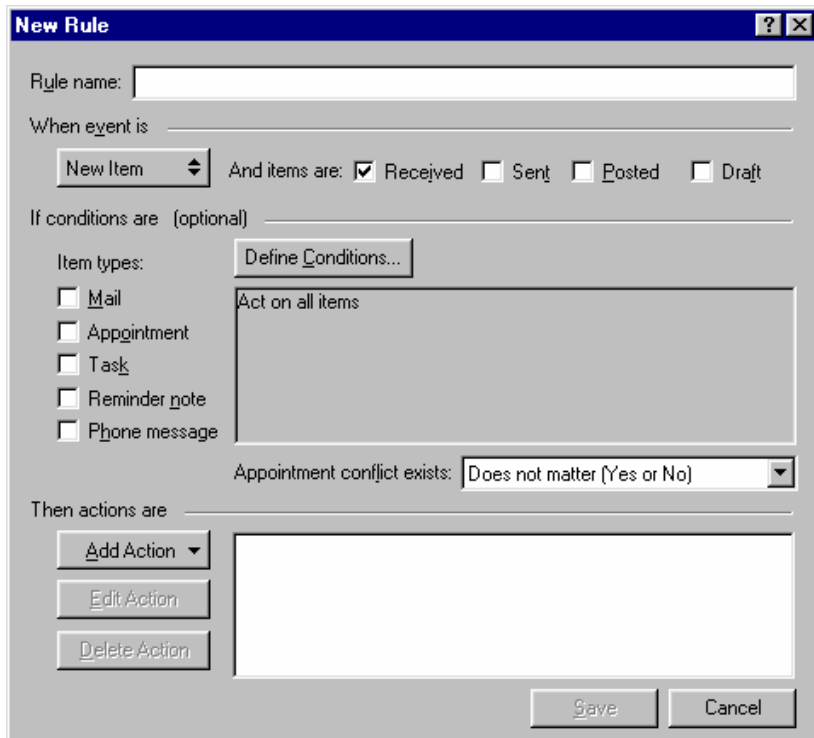


Creating a SPAM rule in Groupwise

1. Open your GroupWise email client, click on Tools, then select Rules. You should see a window similar to the following:



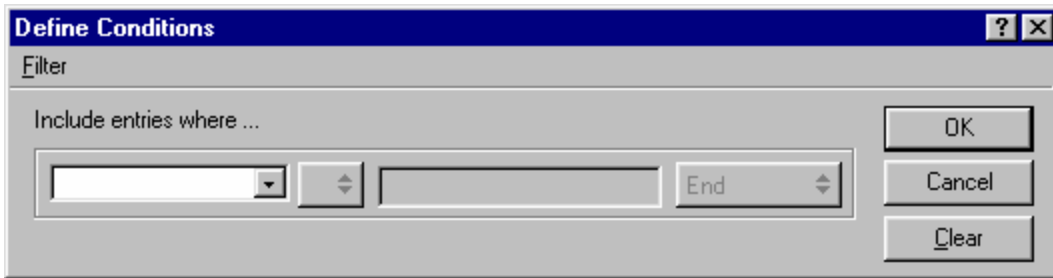
2. Click on New. You should see a window similar to the following:



3. Type in a rule name, such as SPAM.

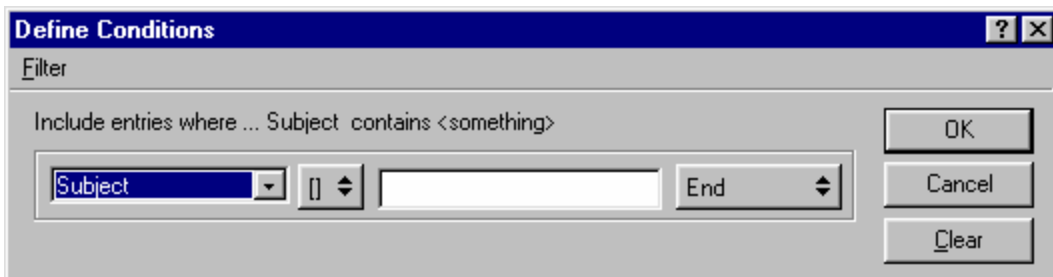
4. Make sure there is a check mark beside Received.

5. In the Item types column, click on the box beside Mail, then click on the Define Conditions button. You should see a window similar to the following:

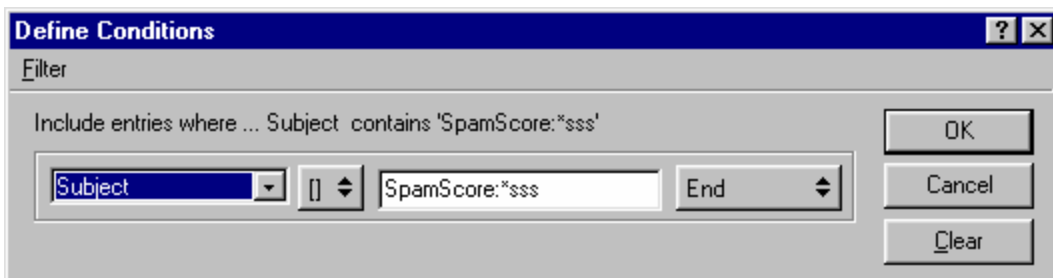


6. There will be a drop-down selection menu under the 'Include entries where...' box. Select 'Subject' from that drop-down selection menu.

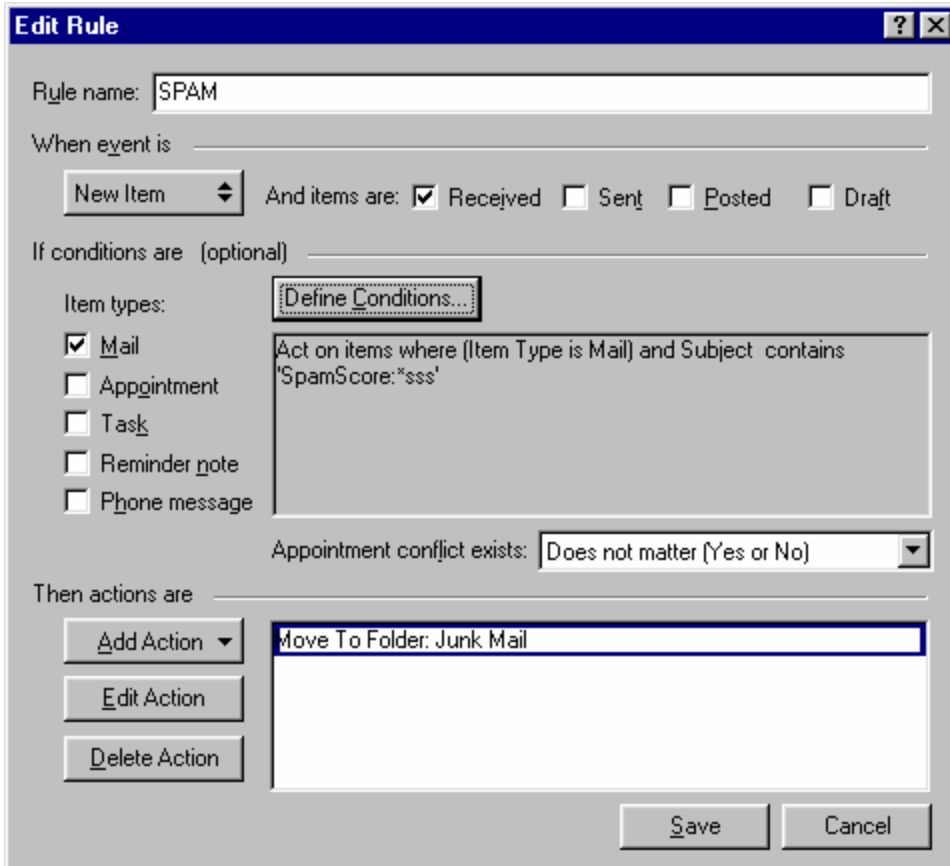
7. Once 'Subject' appears in the 'Include entries where...' box, the button to the right of that box will change and window will appear similar to the following:



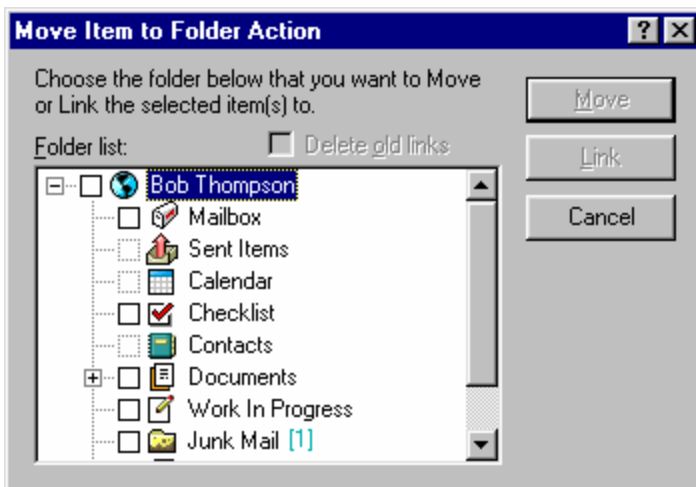
8. In the right-hand box, type in the following: SpamScore:*sss Please Note: there MUST be an asterisk between the question mark and the first s in the string. Also note: the more s's you put in the string, the higher the SPAM grade for an email must be before the rule will apply. So, if you want anything graded as SPAM to be affected by the rule, then put only sss. If you want to affect only email more likely to be SPAM then increase the number of s's in the string. Most of the emails that I have received that have been graded as SPAM have had 4 or more s's in the string. You should see a window similar to the following:



9. Click on OK. You should see a window similar to the following:

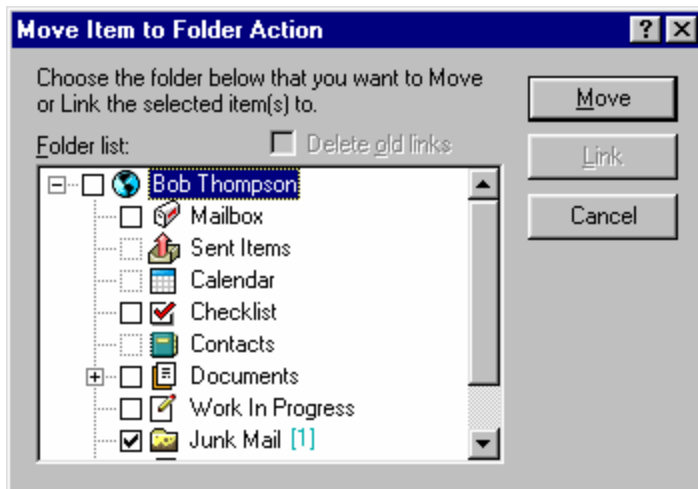


10. Click on the Add Action button, and select 'Move to Folder' from the drop-down menu. You should see a window similar to the following:

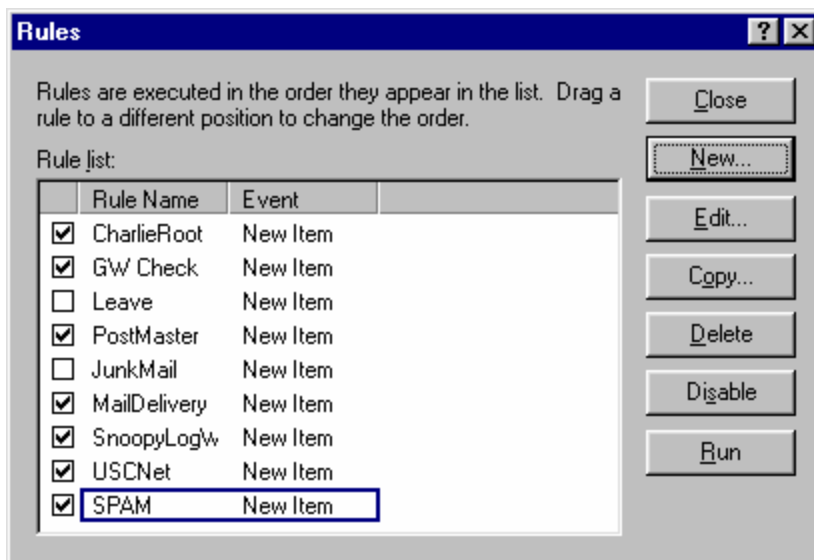


11. Click on the box next to the folder where you would like to have the Spam email moved. If you have a Junk Mail folder, I suggest you select that one. If not, I suggest you select Trash. If necessary, you can use the slider bar to the right of the folder list to scroll up/down until you find the folder you wish to use. By putting these emails in a folder, you can periodically review them to see if there are emails you needed to see. By reviewing the Spam-graded emails, you might then decide to change your rule to make it more or less restrictive.

Once you have selected the folder, you should see a window similar to the following:



12. Click on the Move button. Then click on the Save button. You should see a window similar to the following:



13. The SPAM rule should have a check mark beside it. If not, click on the box next to the SPAM rule to put a check mark beside it. Then click on the Close button. You should return to your GroupWise inbox display.

At this point, the rule is in effect, and any new emails that are affected by the rule will be placed in the folder you selected. If you find that the rule is affecting too many emails, then you can use this same process to edit the rule and change the number of 's's' in the string until you are satisfied.

Please keep in mind that this is not a perfect process. Some emails may not be graded as Spam even though they probably are. In addition, some emails may get graded as Spam although you may disagree with that.

Anytime you decide to turn off the rule, simply remove the checkmark by the rule and it will no longer be in effect.