

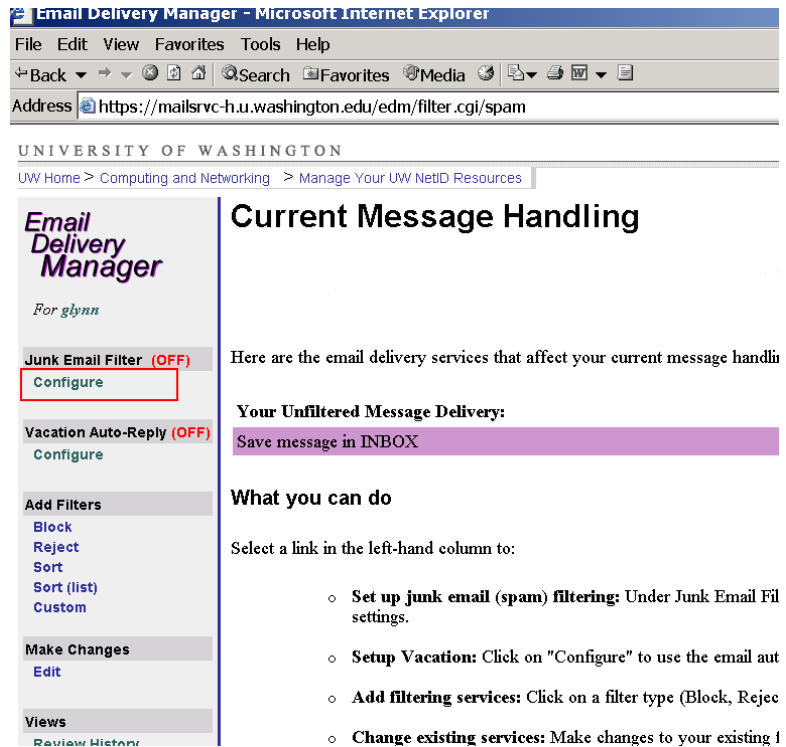
Applying a Junk Mail Filter at UW¹

It is possible to configure your e-mail at UW so that junk mail will be put into a separate folder, and deleted after seven days. The following will show you how to do this.

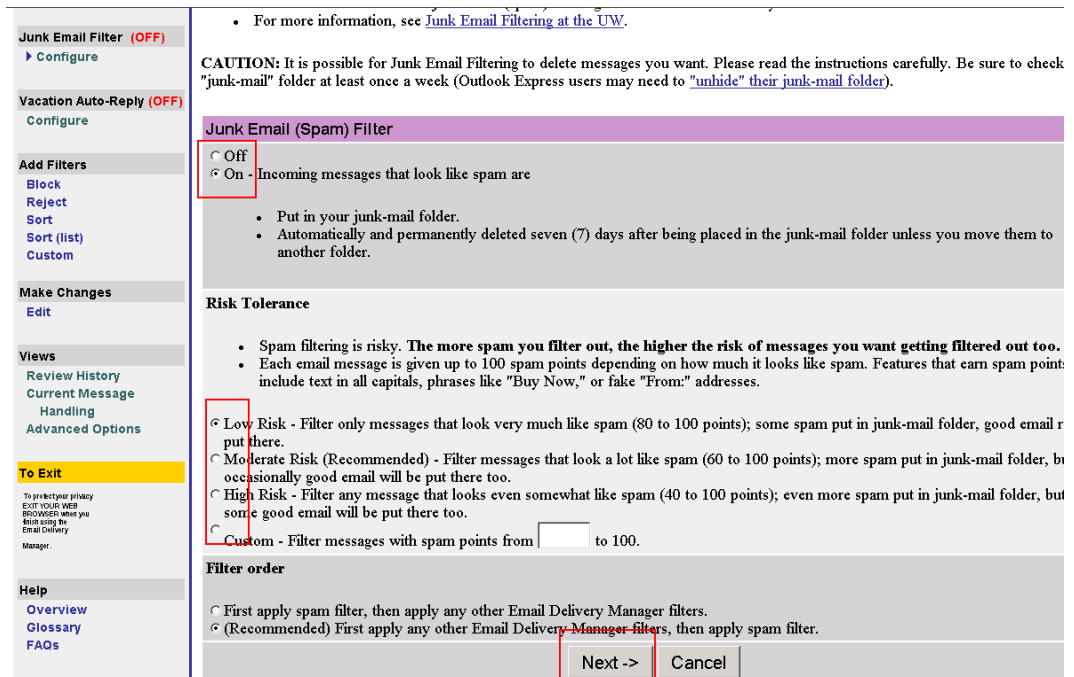
1. Go to the following URL. You will be asked to enter your UW NetID and Password.

<https://mailsrcv-h.u.washington.edu/edm/filter.cgi/>

2. After you enter your UW NetID and Password. The following screen will appear. Click on Configure under Junk Email Filter, which you will find on the left bar.



3. Read the cautionary information.
4. Click on On to turn your filter on.
5. There are different levels of filters. Choose your risk tolerance.
6. Click on Next.



¹Prepared by Patty Glynn, 3/13/03 C:\all\help\helpnew\junkmail_filter_at_uw.wpd

7. A screen will appear that asks you to agree to the conditions of the filter you are imposing. Click on "I agree".

Configure Junk Email Filtering

Are you sure you want to turn spam filtering ON?

Please review the following before clicking the "I Agree" button below.

- I understand that spam filtering will result in **automatic and permanent deletion of messages** older than seven (7) days from my junk-mail folder.
- It is my responsibility to check my junk-mail folder regularly for any messages I want and promptly move them to my Inbox or other folders to prevent deletion.

I agree Cancel

8. A screen should appear that confirms that changes that you made.

Email Delivery Manager
For glynn

Junk Email Filter (ON)
Configure

Vacation Auto-Reply (OFF)
Configure

Add Filters
Block

Current Message Handling

CONFIRMED (the following changes are in effect):
Junk Email (Spam) filter updated.

Here are the email delivery services that affect your current message handling. If you add or change services this list will be updated.

Your Junk Email (Spam) Filter Configuration:
Save spam to **junk-mail** folder and delete after seven (7) days. Risk tolerance is **low risk**: Messages with a spam score of **80 or more** filtered.

Your Unfiltered Message Delivery:
Save message in INBOX