## Applying a Junk Mail Filter at UW<sup>1</sup>

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://mailsrvc-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.

	For more information, see Junk Email Filtering at the UW.
unk Email Filter (OFF)	
Configure	CAUTION: It is possible for Junk Email Filtering to delete messages you want. Please read the instructions carefully. Be sure to check "junk-mail" folder at least once a week (Outlook Express users may need to "unhide" their junk-mail folder).
acation Auto-Reply (OFF)	
Configure	Junk Email (Spam) Filter
dd Filters	C Off
Block	<sup>(*</sup> On - Incoming messages that look like spam are
Reject	
Sort	Put in your junk-mail folder.
Sort (list)	<ul> <li>Automatically and permanently deleted seven (7) days after being placed in the junk-mail folder unless you move them to</li> </ul>
Custom	another folder.
lake Changes	
Edit	Kisk Lolerance
iews	<ul> <li>Spam hitering is risky. The more spam you filter out, the higher the risk of messages you want getting filtered out too.</li> </ul>
Review History	<ul> <li>Each email message is given up to 100 spam points depending on now much it looks like spam. Features that earn spam points include to the space like in the space like in the space of the space of the space.</li> </ul>
Current Message	include text in an capitals, pirases nee Buy Now, or lake From: addresses.
Handling	
Advanced Options	C Low Risk - Filter only messages that look very much like spam (80 to 100 points); some spam put in junk-mail folder, good email r
	put here.
o Exit	• Moderate Kisk (Recommended) - Filter messages that look a lot like spam (ou to 100 points); more spam put in junk-mail folder, bi
	C High Pick Either any message that looks even comerchet like snow (40 to 100 points); even more snow put in junk moil folder, but
o protectyour privacy XIT YOUR WEB DOWSED when you	some sond email will be nut there too
ish using the nail Delivery	
anager.	Custom - Filter messages with spam points from to 100.
	Filter order
elp	
Dverview	C First annly snam filter, then annly any other Email Delivery Manager filters
Glossary	© (Recommended) First apply any other Final Delivery Manager filters, then apply span filter.
FAQs	(communication of the second sec
	Next -> Cancel

<sup>1</sup>Prepared 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.

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

Email Delivery Manager For glynn	Current Message Handling CONFIRMED (the following changes are in effect): Junk Email (Spam) filter updated.
Junk Email Filter (ON) Configure	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:
Vacation Auto-Reply (OFF) Configure	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 mor filtered.
Add Filters Block	Your Unfiltered Message Delivery:
	Save message in INBOX