

Deleting or Moving SPAM Messages to Another Mailbox in Eudora and Outlook Express

E-mails flagged as potential SPAM by the SPAM filtering software running on our e-mail servers, will have the tag [UBE?] inserted at the beginning of the subject line to alert you. This document illustrates how you can then filter [UBE?]-tagged messages to automatically **delete** them or **transfer them to another mailbox** for later consideration.

Eudora

1. Pull down the **Tools** menu, select **Filters**.
2. Click the **New** button; a **Filter** screen appears.
3. Make sure that **Incoming** is checked under **Match**.
4. Pull down the **Header** field and select **Subject**.
5. Pull downs **contains** and select **starts with**. To its right, type: **[UBE?]**
 - To delete the messages, pull down the first field under **Action** and select **Transfer To**. Then pull down the field next to **Action** and select **Trash** (Fig. A1).
 - To transfer the messages to another mailbox, pull down the first field under **Action** and select **Transfer To**. Then pull down the field next to **Action** and select **New...** The New Mailbox dialog box comes up. Name the new mailbox (e.g., Possible Spam) and click **OK** (Fig. A2).
6. Click the **Close** button (the **X** symbol in the upper right corner of the screen) and click **Yes** when prompted to *Save changes to Filters?*

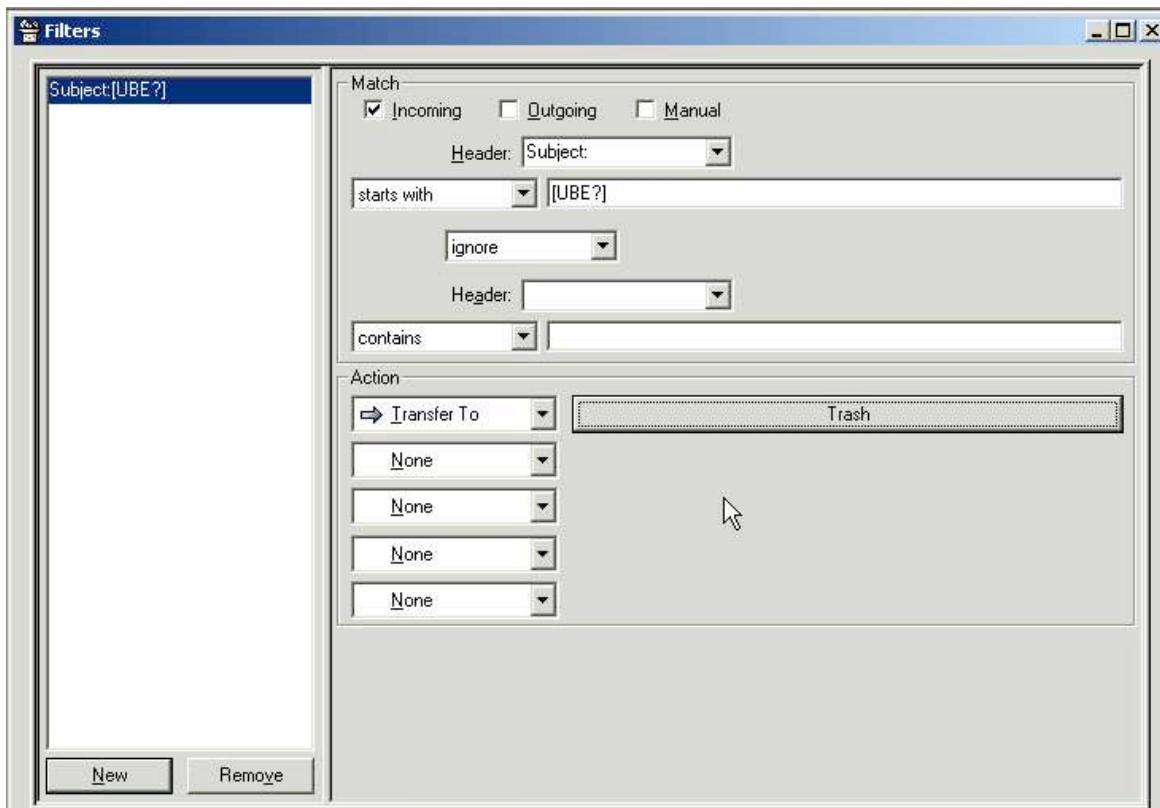


Fig. A1



Fig. A2

Outlook Express

1. Pull down the **Tools** menu, select **Message Rules**, and then **Mail**. The New Mail Rule screen appears.
2. Check the box next to:
 - *Where the Subject line contains specific words*
 - *Delete it (Fig. C1), or Move it to the specified folder (Fig. C2)*
3. Click the link **contains specific words** in the **Rule Description** field.
4. In the subsequent dialog box, type **[UBE?]**, click **Add** and then **OK**.
5. If you choose *Move it to the specified folder*, click the link *Move it to the specified folder* in the **Rule Description** field.
6. Click **New Folder** in the subsequent screen and type in a name for your new folder (Fig. C3).
7. Click **OK** and then click **OK** again to complete the dialog.

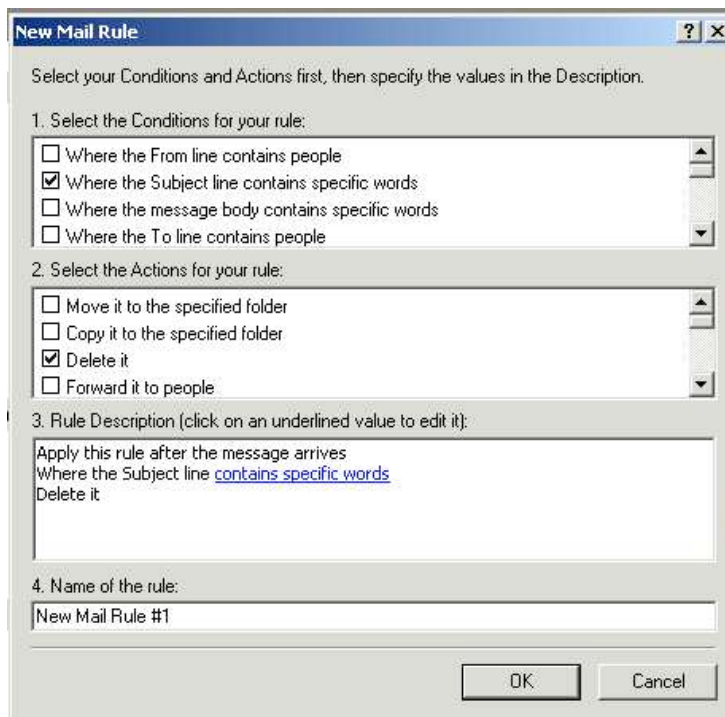


Fig. C1

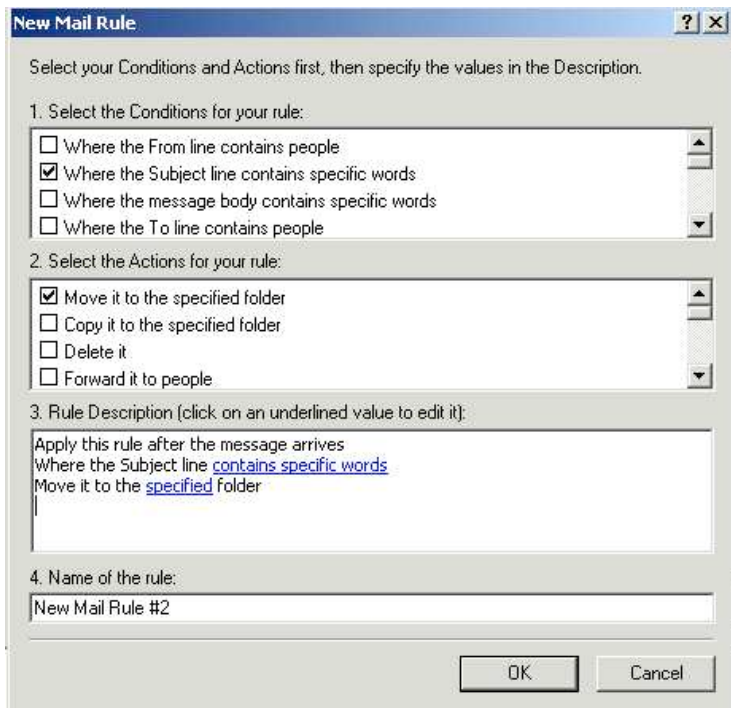


Fig. C2

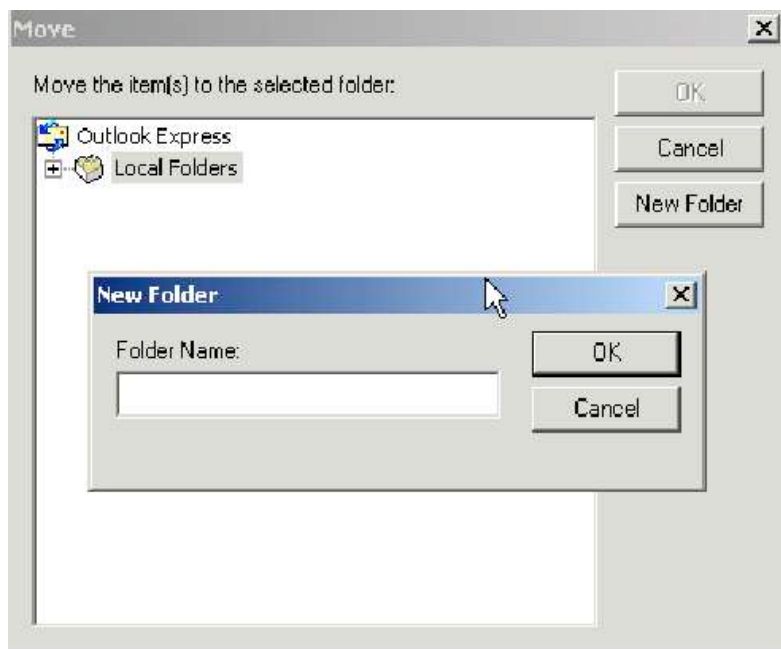


Fig. C3