

Communications Express E-mail Filters


NOTE ON SPAM: Our spam filtering system (PureMessage) rates the likeliness of messages from off campus being spam. For those messages with ratings above 35%, the expression [SPAM:xx%] is inserted in the subject line. More than two-thirds of all spam messages received have a rating of 80% or above, indicating these are almost certainly real spam. It is possible for legitimate messages to be incorrectly tagged as spam (a false positive), but these usually are given a low percentage rating.

You have three ways to deal with spam:

1. **Filter spam to a folder other than your inbox – instructions this page.** If you are worried about false positives and want to review all of your spam, you should filter it into a folder to be reviewed, as described lower on this page.
2. **Reject ALL spam before it is delivered to your inbox – instructions on page 3.** If you are not worried about false positives and would like to simply get rid of ALL of your spam, refer to the instructions on defining a filter to reject all spam on page 3.
3. **Reject spam with a high rating – instructions on page 4.** If you want to reject messages that are almost certain to be spam, but not messages with a low rating which may contain false positives, refer to the instructions on defining a filter to reject spam over 80% on page 4.

Create a folder for filtered messages

In order for you to filter messages into a folder, the folder must first be created.

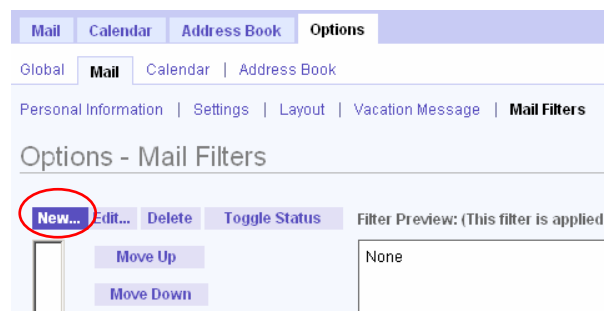
1. Click on  **Manage Folders**. It appears at the very bottom of your list of folders on the left side of the screen.
2. Click on **New**.



3. Enter a name for your folder.
4. Click on **OK**.

Define a filter to move messages into a folder

1. Click on the **Options** tab. Click on the lower level **Mail** tab (if it isn't already selected) and then click on **Mail Filters**, below that.



2. To create your first filter, click on **New**.

NOTE: If you created filters prior to August 2006, you may see the following error message, *Invalid filter format. Please contact your help desk for support.* Please consult the webmail filter fix document available at <http://www.hamilton.edu/college/its/documentation/e-mail/web%20based/external/hto-filterfix-all.pdf>

3. There are four steps you need to follow to successfully create a filter:
 - a. **Name the filter.**
 - i. In the sample below, the name of the filter is *spam to folder*.
 - ii. Make certain the checkbox next to **Enabled** is checked.
 - b. **Define the condition(s) for the filter.**
 - i. In the sample below, the filter is defined to look for messages with a Subject containing the word *[SPAM:* as illustrated below.
 - ii. From the drop-down menu, select this option to specify these conditions:

Subject	contains
Sender	contains
Subject	does not contain
To or Cc	is
To	is not
Cc	begins with
Message Size(KB)	ends with

- iii. Additional conditions can be added by clicking on the **Add** button.
- c. **Decide what to do with the messages that meet the filter conditions.**
 - i. In the sample below, incoming messages with a Subject containing the word *[SPAM:* are moved to a folder with the same name.
 - ii. If the folder you wish to use does not exist, you will have to exit the filter creation process to create the folder first (see page 1).
- d. **Save the filter.**

New Mail Filter
Save Cancel

a. Filter Name: Enabled:

For Incoming Messages

Match all incoming messages

Match Any of the Following Conditions

Match All of the Following Conditions

Subject

Do not include messages received before

Do not include messages received after

Apply Message Actions

Move message to the folder:

Forward to email address: (Multiple email addresses are separated by comma.)

Don't deliver the message to Inbox

Discard the message (overrides other actions)

d. Save Cancel

Define a Filter to Reject ALL Spam

1. **Name the filter.**
 - a. In the sample below, the name of the filter is *Remove all spam*.
 - b. Make certain the checkbox next to **Enabled** is checked.
2. **Define the condition(s) for the filter.**
 - i. In the sample below, the filter is defined to look for messages with a Subject containing the word *[SPAM:]* as illustrated below.
 - ii. From the drop-down menu, select this option to specify these conditions:

Subject	contains
Sender	contains
Subject	does not contain
To or Cc	is
To	is not
Cc	begins with
Message Size(KB)	ends with

3. Check the option to *Discard the message*.
4. Click **Save**.

Filter Name: Enabled:

For Incoming Messages

Match all incoming messages
 Match Any of the Following Conditions
 Match All of the Following Conditions

Add Condition

Do not include messages received before
 Do not include messages received after

Apply Message Actions

Move message to the folder:
 Forward to email address: (Multiple email addresses are separated by comma.)
 ~~Don't deliver the message to Inbox~~
 Discard the message (overrides other actions)

Define a Filter to Reject Spam Rated Above 80%

Create a new filter according to the following directions:

1. **Name the filter.**
 - a. In the sample, the filter is named *spam 80-90*.
 - b. Make certain that the box next to **Enabled** is checked.
2. **Define the conditions for the filter**
 - a. Select the radio button next to **Match Any of the Following Conditions**.
 - b. Click on the box to **Add Condition**.
 - c. Set one condition as the *Subject contains [SPAM: 9* and set the other condition as the *Subject contains [SPAM: 8* as illustrated in the figure below.
3. **Apply Message Actions**
 - a. Check the box to *Discard the message*.
4. **Save the filter**

Filter Name: Enabled:

For Incoming Messages

Match all incoming messages

Match Any of the Following Conditions

Match All of the Following Conditions

Subject [SPAM:9

Subject [SPAM:8

Condition

Do not include messages received before

Do not include messages received after

Apply Message Actions

Move message to the folder:

Forward to email address: (Multiple email addresses are separated by comma.)

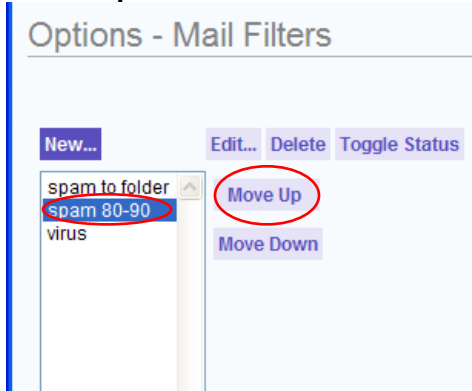
Don't deliver the message to Inbox

Discard the message (overrides other actions)

NOTE: Filters are executed in the order they appear in the list. If you have a spam filter to discard messages with a rating above 80% and a spam filter to file the remainder of spam messages in a folder, the spam 80-90 filter must appear in the list above the spam to folder filter.

To do so:

1. View your list of mail filters.
2. If the filter to remove spam above 80% is not at the top of the list, highlight it and hit the **Move Up** button.



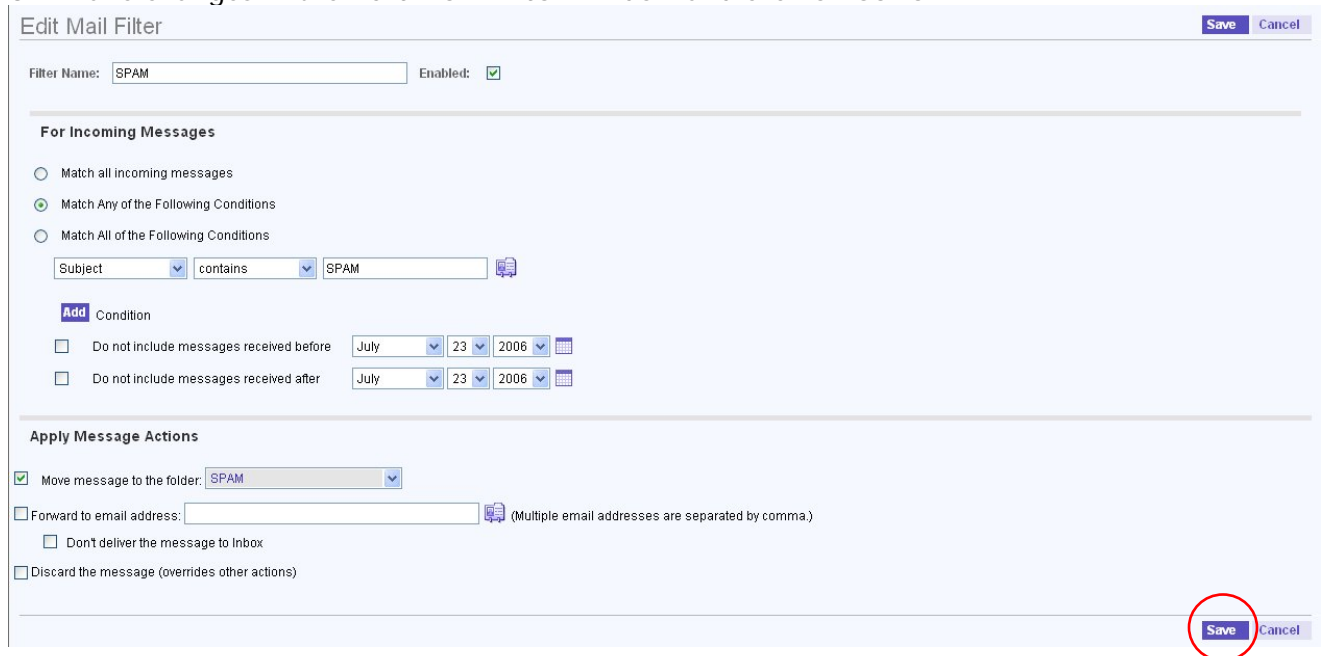
3. The filter should appear at the top of the list.

Edit an e-mail filter

1. Click on the **Options** tab. Click on the lower level **Mail** tab (if it isn't already selected) and then click on **Mail Filters**, below that.
2. Select the filter you need to edit and then click on **Edit**.



3. Make changes in the **Edit Mail Filter** window and click on **Save**.



Delete an e-mail filter

1. Click on the **Options** tab. Click on the lower level **Mail** tab (if it isn't already selected) and then click on **Mail Filters**, below that.
2. Select the filter you need to edit and then click on **Delete**.
3. When asked if you are sure you want to *Delete Selected Mail Filter*, click on **OK**.



NOTE: To temporarily disable a filter, you can click on **Toggle Status**

Change the order filters are applied to incoming mail

1. Filters are applied in the order they appear in the Filters window. To change the order, select the filter and click **Move Up** or **Move Down**.



NOTE: If you use Eudora as well as Communications Express, you should not set up the same filters in both applications. Communications Express filters are executed before Eudora filters.