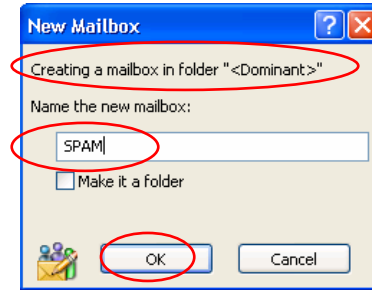


Using Filters in Eudora

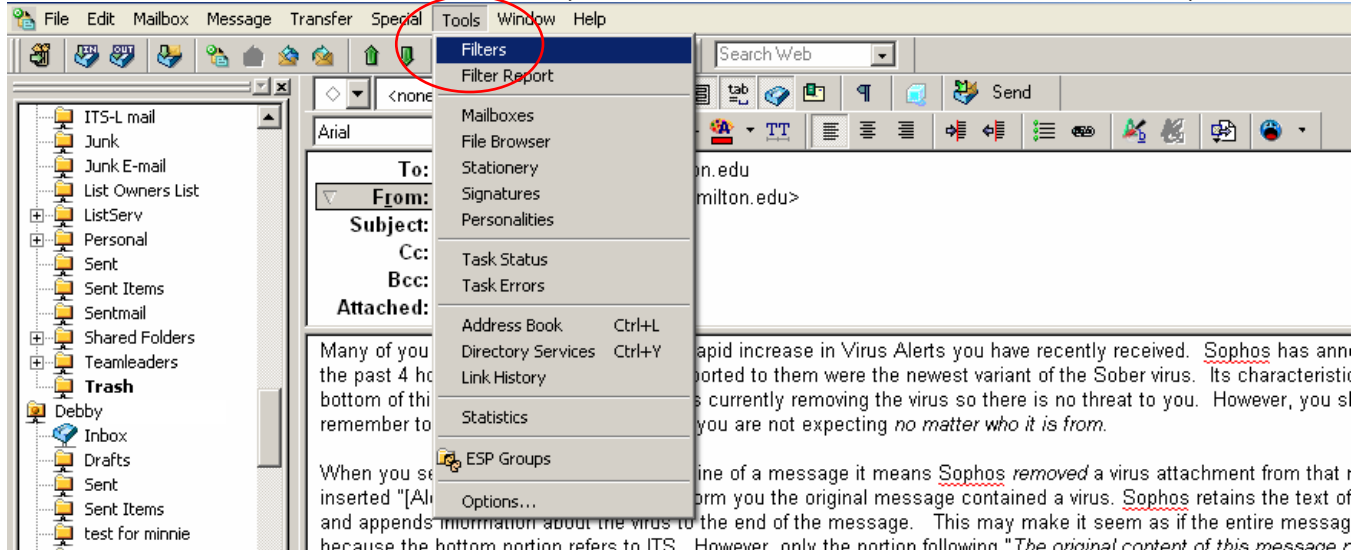
In all versions of Eudora you can filter incoming and outgoing mail. The following is an example of how to make all SPAM messages automatically transfer to a folder called "SPAM":

1. First make sure you've already created the destination folder or mailbox.
 - a. In the Eudora menu bar, click on **Mailbox**, then select **<Dominant>**, then **New**.
 - b. In the box that appears, type **SPAM**, and click **OK**. This will be your Spam Folder. Note that it should indicate you are creating the mailbox in the proper folder, in this case "Dominant". **NOTE:** Do NOT click in the box to "Make it a folder".



NOTE: When you create the SPAM mailbox under <Dominant> you will be able to review (and delete) your Spam from home or anywhere else you have access to the Internet. The disadvantage to this is that your Spam will count against your mail quota. Consequently, you should be certain to delete your Spam on a regular basis. Alternatively, you can create the SPAM mailbox under Eudora (above <Dominant>) by clicking on **New** at the top of your list of mailboxes in step 1a. above. This will store your Spam on the hard drive of your office (or dorm) computer, which will allow you to review and delete it at your leisure. You will not, however, be able to review it from anywhere other than on your office or dorm computer.

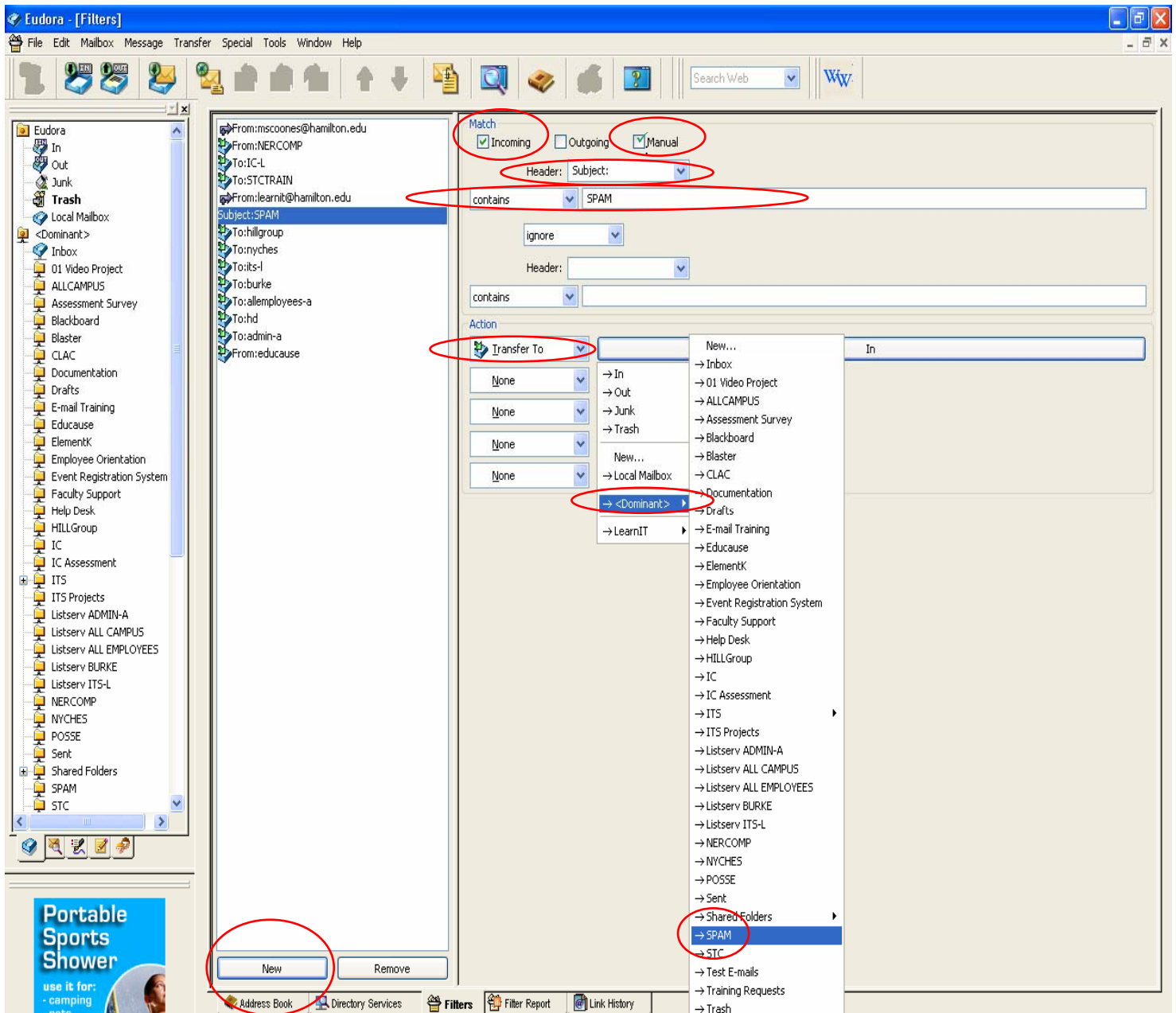
2. From the **Tools** menu, select **Filters** (**Mac:** From the **Window** menu, select **Filters**).



NOTE: Steps 3 – 7 refer to the picture below.

3. Click on **New** (at the bottom left).
4. Under *Match* make sure the **Incoming** and **Manual** boxes are checked.
5. Next to **Header** choose **Subject:**.
6. Choose **contains**.
7. To the right of *contains*, type **SPAM:** (be sure to include the colon). **NOTE:** It is important to make this as specific as possible so that real messages are not accidentally filtered into the wrong mailbox. For example, if you are creating a filter to remove virus alerts from your INBOX, you should type **Alert:Virus** rather than simply "virus". Otherwise, you might accidentally filter virus information messages sent by ITS.
8. Under *Action* select **Transfer To**.

9. Click the bar labeled **In** and then choose **SPAM** mailbox from the menu which appears. (**Macintosh:** Choose a mailbox from the **Transfer** menu at the top of the screen.)
10. When you close the **Filters** window, or Eudora, it will ask if you want to save your Filter. Click **OK**.



For questions or comments regarding this document, please e-mail docxteam@hamilton.edu.