

## **SPAM Controls for UMmail**

### **For users on campus:**

1. Send most SPAM directly to your Junk E-mail folder

Change the SPAM filter from low to high

2. Send all SPAM directly to your Junk E-mail folder

Set up a new mail rule to send all SPAM to your Junk E-mail folder

### **For users off campus:**

1. Filter SPAM

Turn on automatic filtering

2. Block specific SPAM senders

Add SPAM e-mail addresses to your Blocked Senders list

## Change the SPAM filter from low to high

In UMmail, the default SPAM filter is set to low. You can change this filter to decrease SPAM you receive in your Inbox folder. When the SPAM filter is set to high, most messages marked as SPAM are automatically directed to your Junk E-mail folder.

1. Login to UMmail while on campus

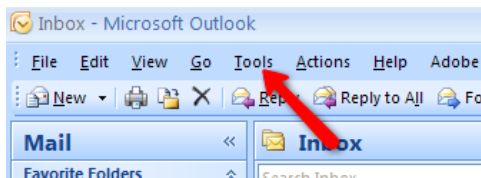
**Faculty/Staff:** login at your office computer.

Click **Start** in the lower-left corner of the screen → select **Email** from the pop-up menu.

**Students:** login at any TigerLAN computer.

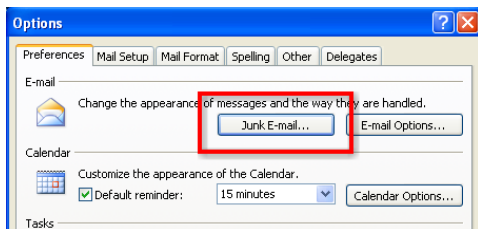
Double-click the **Student Email** icon on the desktop.

2. Click **Tools**

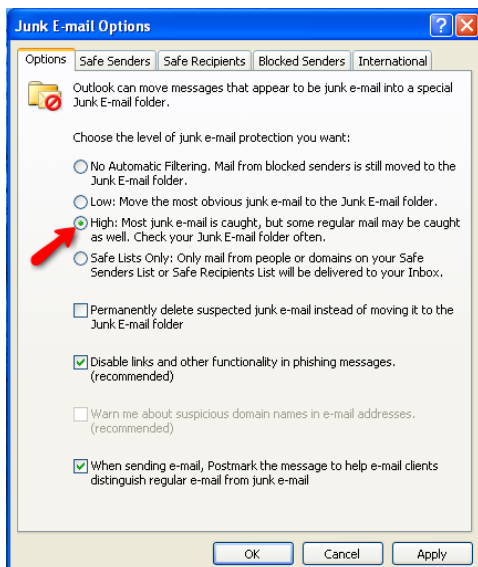


3. Select **Options** from the drop-down menu

4. Click **Junk E-mail** under the Preferences tab



5. Select **High** under the Options tab



6. Click **Apply**

7. Click **OK**

This will increase the amount of SPAM filtered out of your incoming e-mails.

## Set up a new mail rule to send all SPAM to your Junk E-mail folder

You can set up an incoming mail rule in UMmail so that all messages marked as SPAM are automatically directed to your Junk E-mail folder.

1. Login to UMmail while on campus

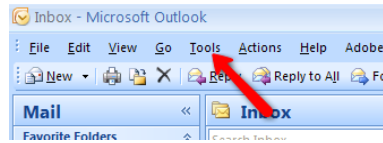
**Faculty/Staff:** login at your office computer.

Click **Start** in the lower-left corner of the screen → select **Email** from the pop-up menu.

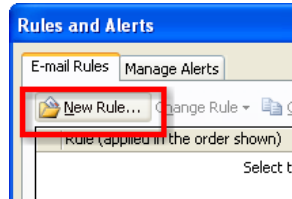
**Students:** login at any TigerLAN computer.

Double-click the **Student Email** icon on the desktop.

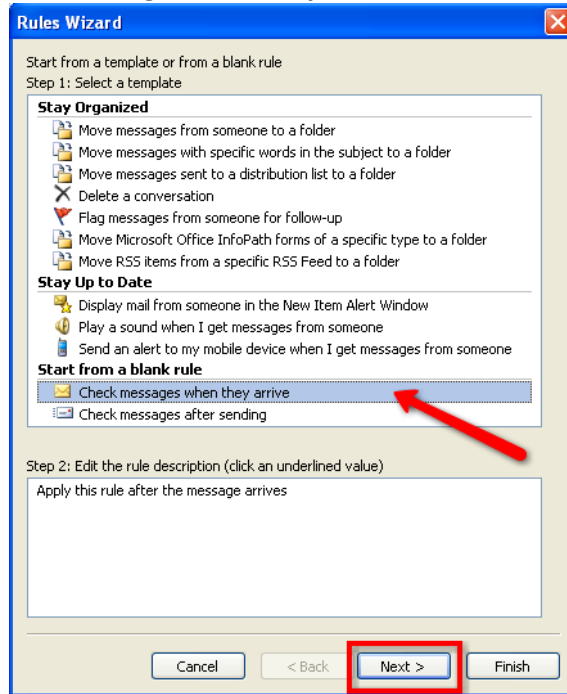
2. Click **Tools**



3. Select **Rules and Alerts** from the drop-down menu
4. Click **New Rule**

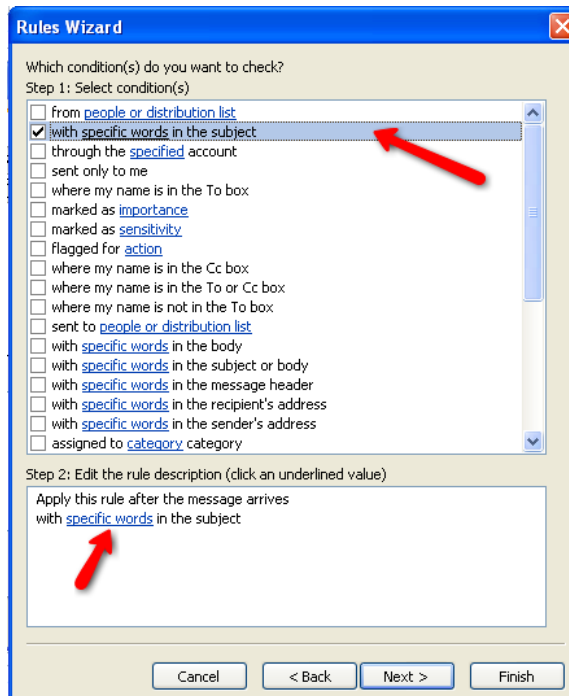


5. Select **Check messages when they arrive**

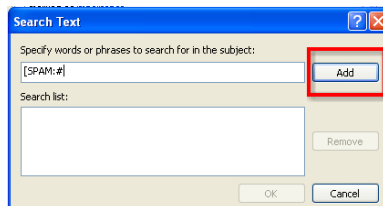


6. Click **Next**

7. Check-mark **with specific words in the subject** under the *Step 1* heading
8. Click **specific words** under the *Step 2* heading



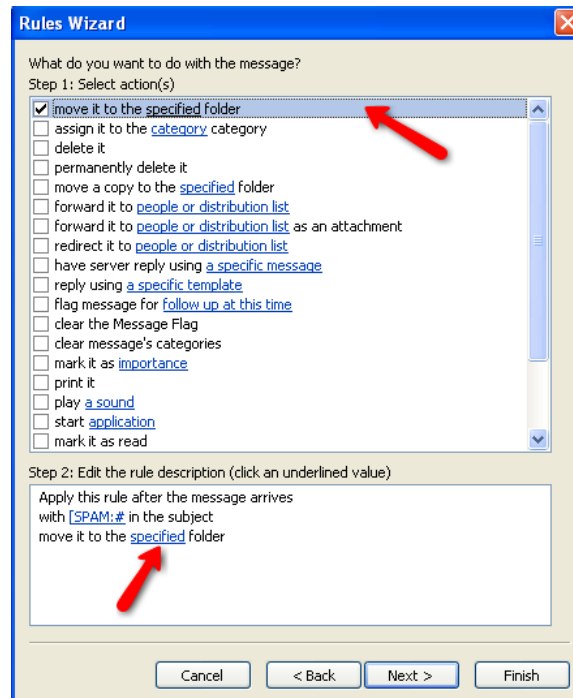
9. Type **[SPAM:#** in the *Specify words or phrases to search for in the subject* field



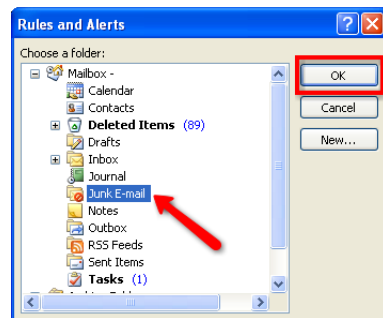
10. Click **Add**
11. Click **OK**
12. Click **Next**

13. Check-mark **move it to the specified folder** under the *Step 1* heading

14. Click **specified folder** under the *Step 2* heading



15. Select **Junk E-mail**



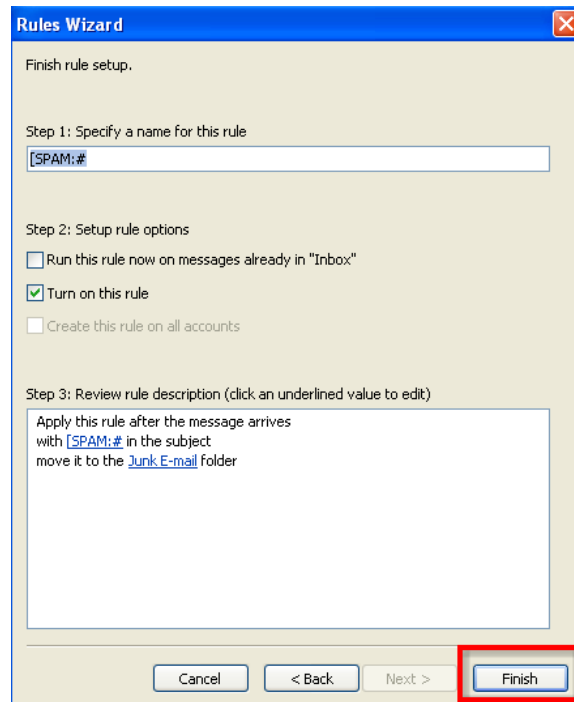
16. Click **OK**

17. Click **Next**

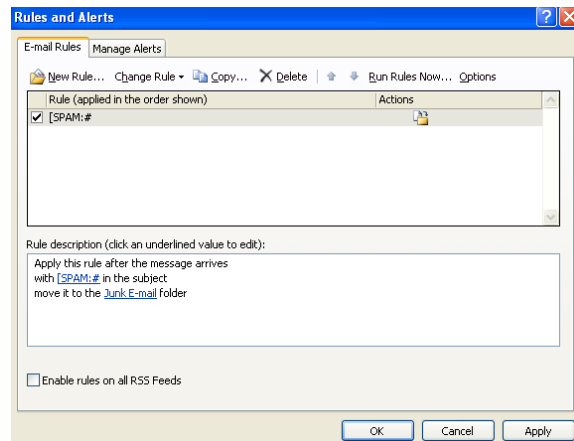
18. The next screen allows you to select exceptions to the rule. If there will be any exceptions to this rule, check-mark them. **To filter out all SPAM, do not check-mark anything.**

19. Click **Next**.

20. Double-check to make sure your screen matches the screen shot below



21. Click **Finish**



22. Click **Apply**

23. Click **OK**

This will send all messages marked as SPAM directly to your Junk e-mail folder.

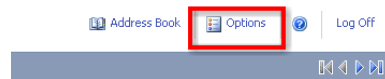
## **Turn on automatic filtering and add SPAM e-mail addresses to your Blocked Senders list**

You can set up UMmail so that all messages marked as SPAM are automatically directed to your Junk E-mail folder. In addition, you can add e-mail addresses to your Blocked Senders list so that they will also be sent directly to your Junk e-mail folder.

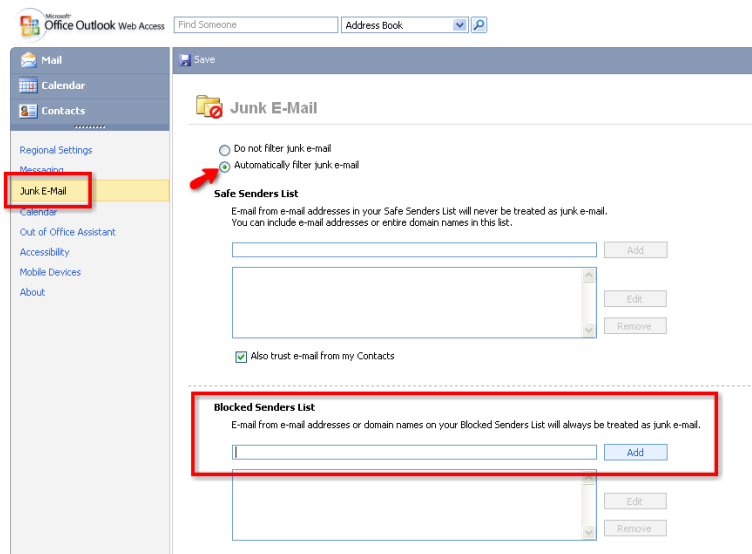
1. Login to UMmail online at <http://ummail.memphis.edu/>

*Directions are the same for Standard Outlook Web Access and Outlook Web Access Light.*

2. Click **Options** in the top right corner of your browser window



3. Select **Junk E-mail** from the left menu



4. Select **Automatically filter junk e-mail**
5. If you have specific e-mail addresses to block, type them in the Block Senders List field, and click **Add**
6. Click **Save** at the top of the screen



This will send most SPAM and all blocked senders directly to your Junk E-mail folder.