The College of Engineering maintains an email infrastructure which is available for use by all Engineering faculty/staff. One feature of the infrastructure is inbound spam identification. This document describes how to take advantage of the feature so that email identified as spam can be filtered out instead of being received by your inbox.

The following procedures apply to Mozilla Thunderbird 2.0 and MS Outlook 2007 and assume one of the two is already installed and configured. If not, please reference the ATS document “Engineering Email Setup Procedure”.

**Mozilla Thunderbird 2.0**

Go to the pull-down menu “Tools”→”Message Filters” then select “New…”

The following steps can be used to set up the spam filtering:

1. Open Mozilla Thunderbird.
2. Go to the pull-down menu “Tools”→”Message Filters”.
3. Click on “New…”.
4. In the “Filters for” field, enter the email address to which you want to apply the filters.
5. Click on “Enabled” to turn on the filter.
6. Click on “New…” to add a new filter.
7. In the “Filter Name” field, enter a name for the filter.
8. In the “Move Down” button, move the filter to the desired position.
9. Click on “Run Now” to apply the filter to the inbox.

This will filter out spam emails from the specified email address and prevent them from reaching your inbox.
Name the filter “Engineering spam” and select “Match any of the following”. Then, use the “+” button to increase the number of rules to four. Set the four rules to the following while paying attention to capitalization:

- Subject contains “Virus intercepted”
- Subject contains “Found Spam”
- Subject contains “Suspected Spam”
- Subject contains “May possibly be junkmail”

Then under “Perform these actions” select “Delete Message”. It’s also possible to move the identified spam messages to an alternate folder instead of actually deleting them if there is concern as to whether they’re actually spam.

Then click “OK” and exit back to the main screen. The spam filter configuration is complete.
MS Outlook 2007

Go to the pull-down menu “Tools”→”Rules and Alerts...” and then select “New Rule...”

Select “Check messages when they arrive” and click “Next”:

Step 1: Select a template

Stay Organized
- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a folder
- Delete a conversation
- Flag messages from someone for follow-up
- Move Microsoft Office InfoPath forms of a specific type to a folder
- Move RSS items from a specific RSS Feed to a folder

Stay Up to Date
- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

Start from a blank rule
- Check messages when they arrive
- Check messages after sending

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
Check the “with specific words in the subject” checkbox in the upper section then click on “specific words” in the lower section:

In the “Specify words or phrases” dialog, add the following four phrases one at a time by typing them in and using the “Add” button (paying attention to capitalization), then click “OK” and “Next”.

- Virus intercepted
- Found Spam
- Suspected Spam
- May possibly be junkmail
Check the "delete it" checkbox, and then "Next":

Rules Wizard

Step 1: Select action(s)

- Select: Delete it

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives with "Virus intercepted" or "Possible Spam" or "Suspected Spam" or "May possibly be a virus" delete it

Leave all of the exception checkboxes unchecked, and then "Next":

Rules Wizard

Are there any exceptions? (If necessary)

Step 1: Select exception(s) (if necessary)

- except if from people or distribution list

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives with "Virus intercepted" or "Possible Spam" or "Suspected Spam" or "May possibly be a virus" delete it
Verify that the “Turn on this rule” checkbox is checked, and then select “Finish”.

Then click “OK” and exit back to the main screen:

The spam filter configuration is complete.

If you have any questions regarding any information contained within this document or other general email questions, please contact us via phone: 313.577.3824 or via email: ats@eng.wayne.edu