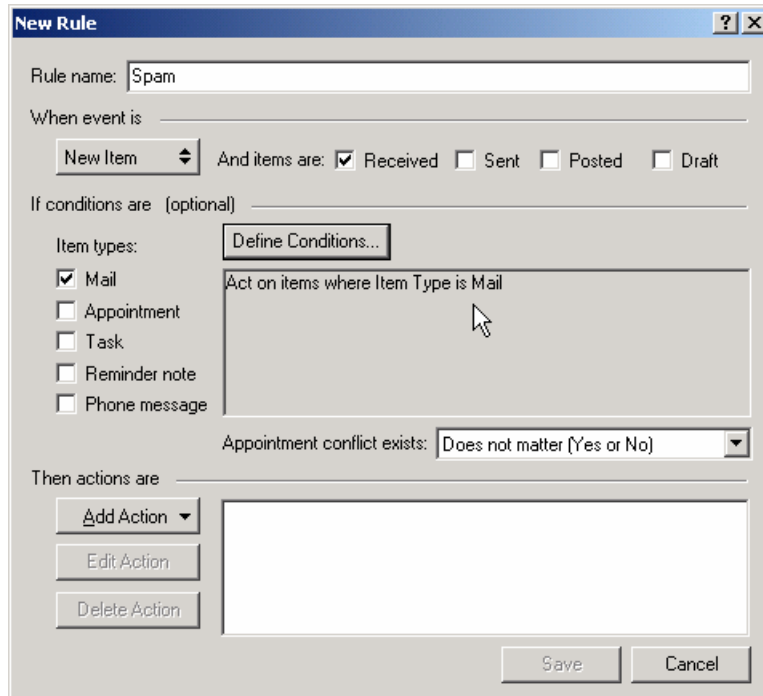


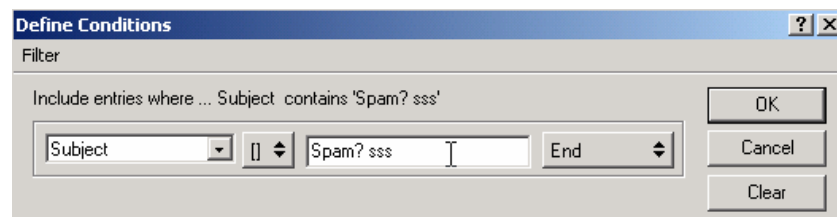
Creating a Spam Rule

1. From the GroupWise client, choose **Tools**, then **Rules** from the menu.
2. Press **New** to create a new rule.
3. Enter a name for your rule, such as Spam or Junk Mail.



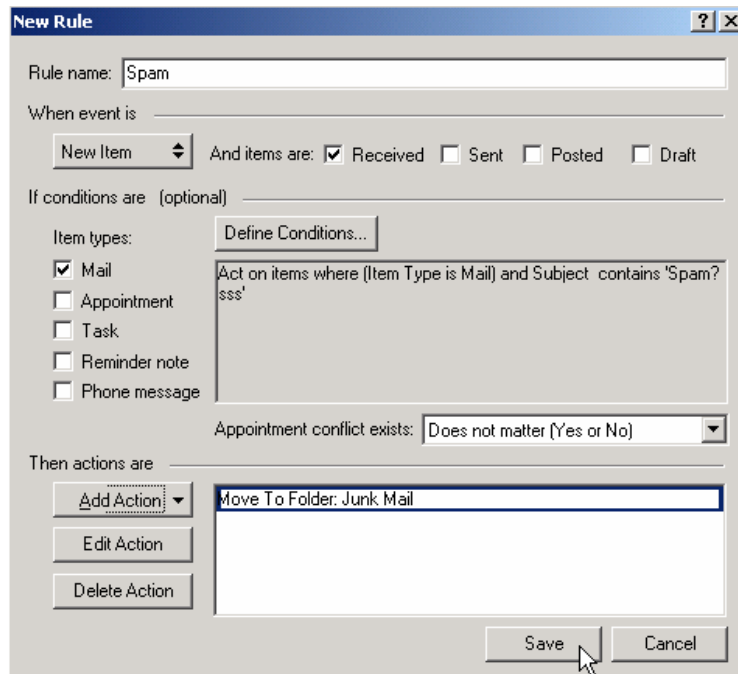
The screenshot shows the 'New Rule' dialog box. The 'Rule name' field is set to 'Spam'. Under 'When event is', 'New Item' is selected. Under 'And items are', 'Received' is checked. Under 'Item types', 'Mail' is checked. The 'Define Conditions...' button is highlighted. The text area shows 'Act on items where Item Type is Mail'. The 'Appointment conflict exists' dropdown is set to 'Does not matter (Yes or No)'. The 'Then actions are' section has 'Add Action', 'Edit Action', and 'Delete Action' buttons.

4. Make sure that there is a checkmark beside **Received**.
5. Select **Mail** as the **Item types**.
6. Press **Define Conditions**.
7. From the drop-down box beside the first field choose **Subject**.
8. Click in the blank field and type **Spam? sss**. Make sure you include a space after the question mark (?) and the first "s". This condition tells GroupWise to run this rule when the subject includes the word Spam and has a score of 4 or higher.
9. Press **OK**.
10. Press **Add Action** and select **Move to folder**.



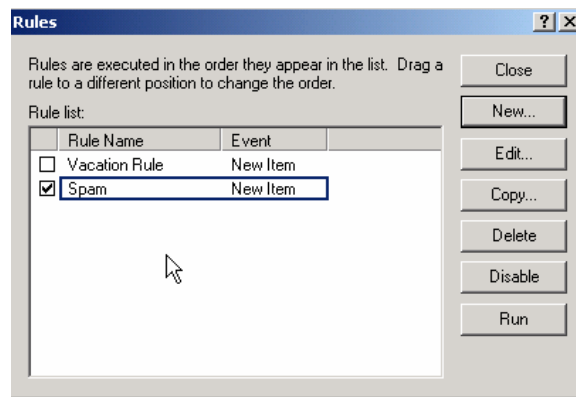
The screenshot shows the 'Define Conditions' dialog box. The 'Filter' section shows 'Include entries where ... Subject contains 'Spam? sss''. The dropdown menu is set to 'Subject', the text field contains 'Spam? sss', and the dropdown is set to 'End'. Buttons for 'OK', 'Cancel', and 'Clear' are visible.

11. Place a checkmark in the box next to the Junk Mail folder. You may need to scroll to see the Junk Mail folder.
12. Press **Move**. Your completed rule will look like this:



13. Press **Save**.

14. The Spam rule will be in the rules list. Check to make sure that the box beside the Spam rule contains a checkmark. If not, click in the box to insert a checkmark to tell GroupWise to enable the rule.



Note: GroupWise runs the rules in the order they appear in the rule list. If you notice the rule is not working, select it in the rule list and drag it to the top of the list so it will be the first rule to execute.

15. Press **Close**.

Setting the Junk Mail folder to automatically delete items

1. Select **Tools**, then choose **Junk Mail Handling**.
2. Click in the box beside **Automatically delete items** **days after delivery (move to Trash)** to add a checkmark and turn on auto delete.
By default when an item in the Junk Mail folder is 14 days old, it will be automatically moved to the Trash. You can change the number of days you want to keep items in the Junk Mail folder.
3. Press the up and down arrows in the day field to specify how long you want to keep the items in the Junk Mail folder.
4. Click **OK**.

