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### **SpamAssassin Email Rules**

We use **SpamAssassin** on our web server to trap spyware coming in through your Email. SpamAssassin has been configured to add the prefix “\*\*\*\*\*SPAM\*\*\*\*\*” to the subject text of email it considers to be spam, which is then passed on to your Inbox.

You can handle incoming spam in a variety of ways depending upon your interest in checking it to ensure there are no false positives.

#### **OUTLOOK EXPRESS USERS:**

1. Open Outlook Express
2. Click “Tools”, “Message Rules”, then “Mail”
3. In the upper section where you see “Select the conditions for your rule” section, click “Where the message subject contains specific words” so that the checkmark is on.
4. In the second section named “Select the Actions for your Rule”, decide what you want done with the email that has been marked as spam by SpamAssassin. If you choose to move the messages to a specific folder, you will be asked to select that folder.
5. Click on “contains specific words” in the third section, “Rules Description” and type “\*\*\*\*\*SPAM\*\*\*\*\*” in the popup. Click “Apply” and “OK”.
6. Give a name to your rule, such as “Spam handler” so that you can identify this particular rule should you want to edit it in the future.
7. Click “OK” twice and you are done. Remember, this can be changed if you change your mind.

#### **OUTLOOK 2003 USERS**

1. Open Outlook
2. Click “Tools”, “Rules and Alerts”. Ensure the “Email Rules” Tab is on top and click “New Rule”. The “Rules Wizard” will start.
3. Click “Start from a blank rule”, then, in Step 1 click “Check messages when they arrive”. Click “Next”.
4. Set the check mark on where it says “”with specific words in the subject”.
5. In the lower section, click the words “specific words”. You will see a popup window. Type “\*\*\*\*\*SPAM\*\*\*\*\*” in the upper section. Click “Add” and “OK”. Click “Next”
6. Now you should select what action you want to take. You can modify this rule later if you change your mind. We recommend moving it to a specific folder unless you are confident none of your email is being incorrectly marked as spam by SpamAssassin, in which case you might decide to delete it. If you chose to move it to a specific folder, you will now choose that folder. When complete, click “Finish and you are on your way.”

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