

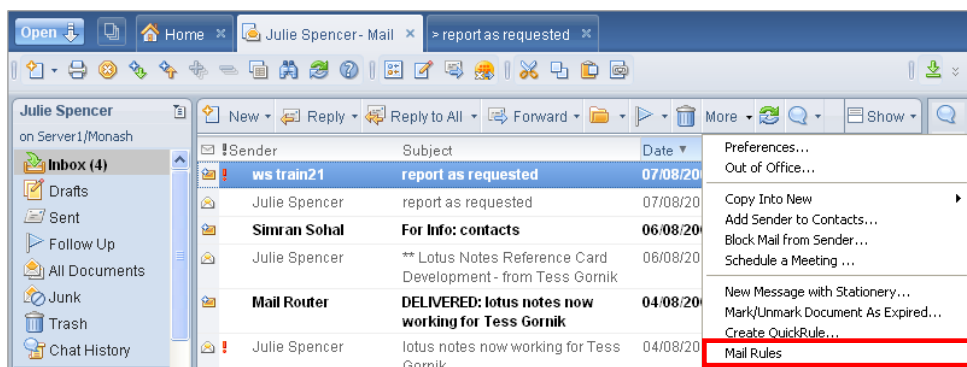
Spam Rule filters

To manage the influx of spam mail the following filter can be set up. Any filters created will also exist in the Notes web client.

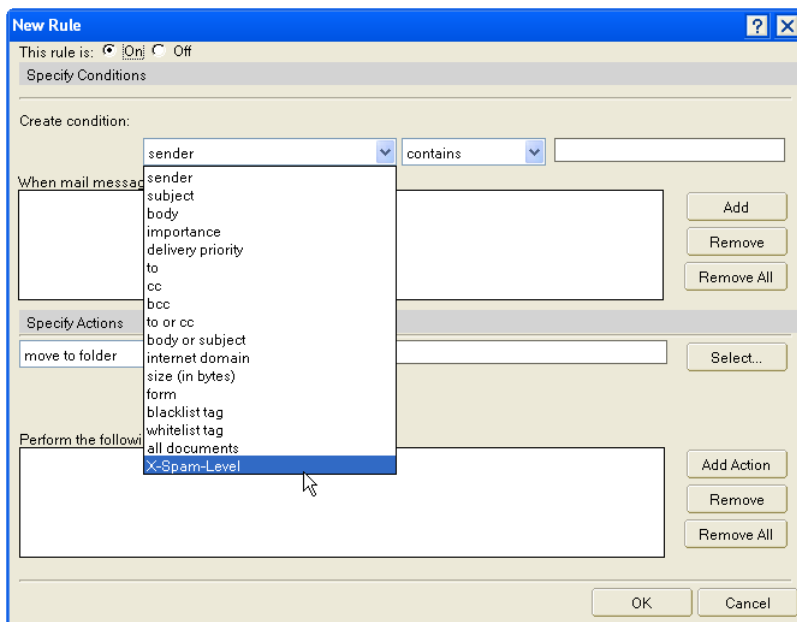
Note: For existing staff, this filter may have already been setup when you were migrated to Notes.

Creating a Spam Rule filter

1. Open the Mail tab.
2. Click on the **More** button in the **Actions Bar**.
3. Select **Mail Rules**.

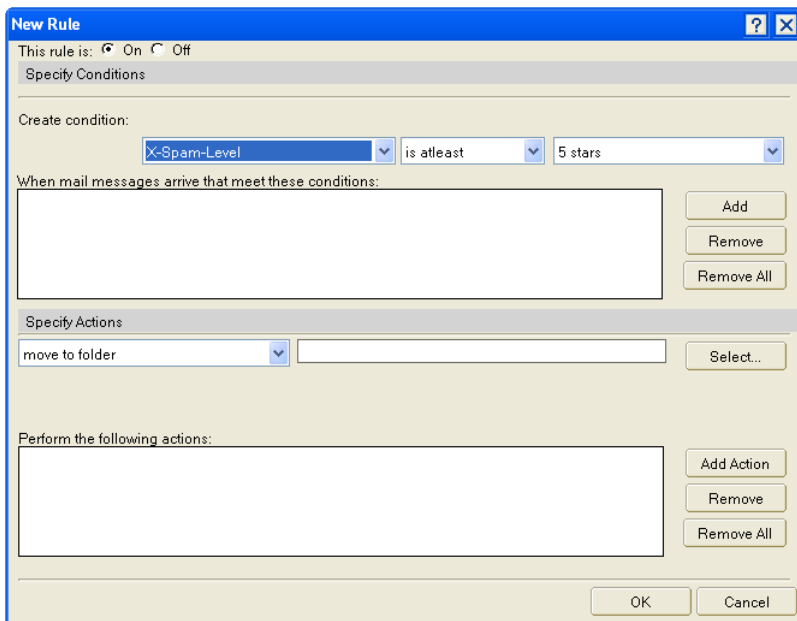


4. Click on the **New Rule** button to create a new rule.
5. Ensure the rule is **On** (this is the default).
6. Under **Create condition** select **X-Spam-Level**.



7. Select **is at least 5 stars**.

Note: 5 stars is the default setting. Select 7 stars if you require a more lenient threshold. Select 3 stars for a stricter threshold.

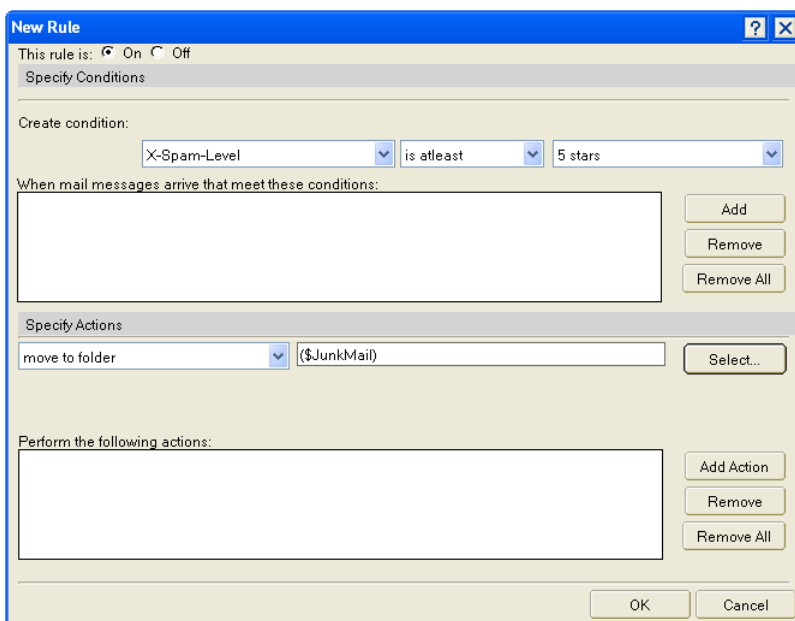


8. Under **Specify Actions**, select **move to folder**.

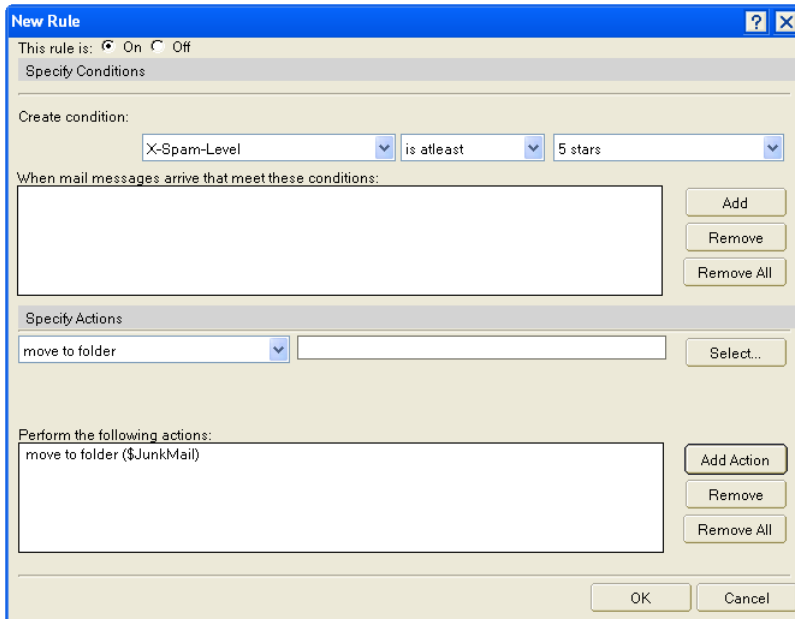
9. Click the **Select** button and select the folder **Junk**.



10. Click **OK**



11. Select the **Add Action** button.



12. Click **OK**.

- The X-Spam-Level mail rule has been created and will appear in your list of rules.

