



North Spencer County School Corporation Technology Tips

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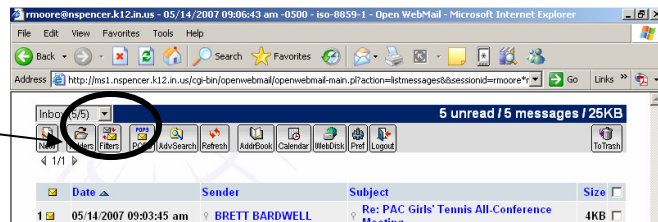
Robert Moore, Webmaster, etc.

Using Filters to Block Spam

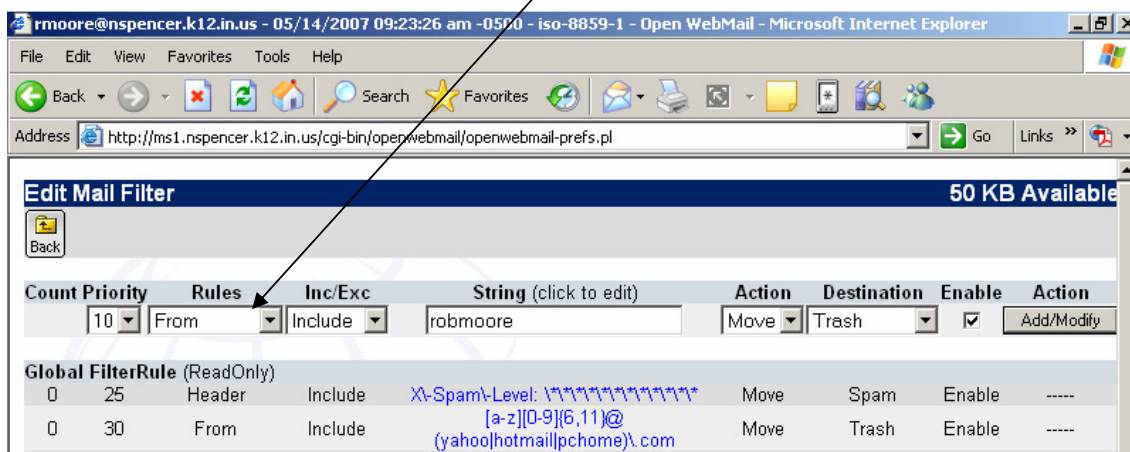
A gentle reader of Technology Tips asks: *Is there a way to block someone without first opening the e-mail? I get a bunch of junk I don't want and I don't want to waste the time to open and click on the block icon. Plus, I've heard that once you open it, the sender knows it is a viable address and will just send more stuff using a different name/address. Is there an easier way, or should I just delete without opening?*

The answer is yes, there is a way! You can use a filter to send all e-mail from a particular person to your Trash without ever having to look at it.

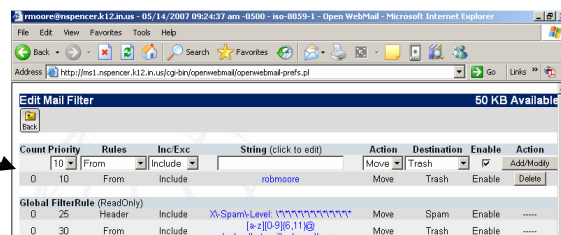
1. Log into Open WebMail and click the **Filters** icon.



2. On the window that appears, you will see some dialog boxes at the top. Basically, we want to tell Open WebMail to move all messages from a certain sender to the Trash. So, let's say we have this nuisance person who has a username of robmoore. In the dialog boxes, use the down arrow to set the **Rules** to read "From." Set the **Inc/Exc** to "Include." Under **String**, type in the username of the person whose e-mail you want to trash (in this case robmoore). Make sure **Action** reads "Move." Set the **Destination** to "Trash." Make sure the **Enable** box is checked. Then, click the **Add/Modify** button.

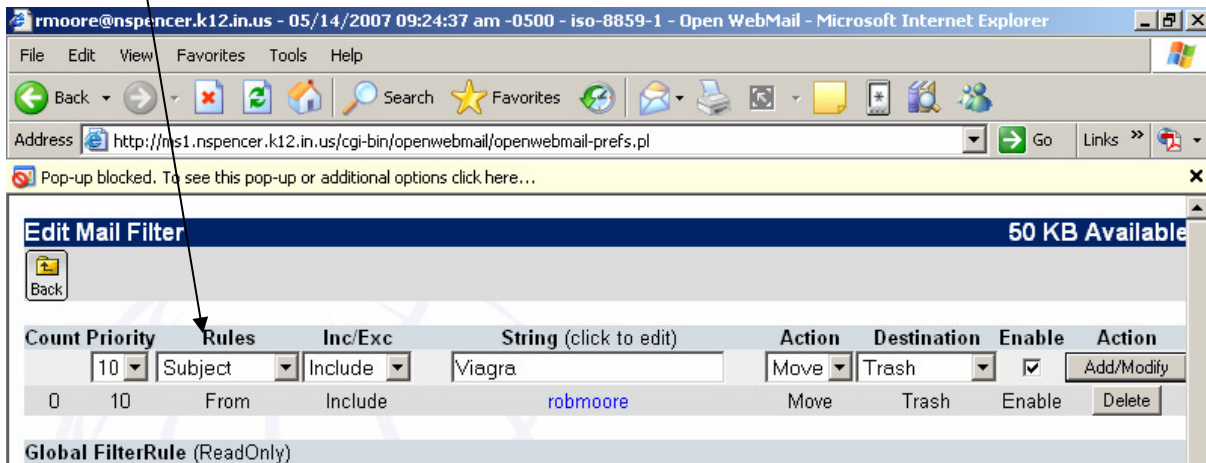


3. Notice that after you click **Add/Modify**, your new filter will appear.



Now, any message that contains “robmoore” as the sender will be sent to the Trash automatically.

You can also use the filter to block messages containing a certain *subject*. So, let’s say you’re getting all those ads offering you Viagra at an irresistible price. Set up a filter that moves all messages containing the subject “Viagra” to the Trash. To do that, change your **Rules** to “Subject.” Keep your **Inc/Exc** at “Include.” Under **String**, type “Viagra.” Keep your **Action** at “Move.” Keep your **Destination** at “Trash.” Make sure the **Enable** box is checked, and click the **Add/Modify** button.



Now, any message that has Viagra in the Subject will be sent to your Trash automatically.

Incidentally, if you ever decide you really like the nuisance person after all, or you want to receive the Viagra ads again, just click the **Delete** button next to the filter you want to remove, and the filter will be removed.

