

Tip – Create a Eudora Spam Filter

Below are instructions on setting up a Spam filter in Eudora. You can also find these instructions online at <http://www.camail.harvard.edu> in the Spam Scanning section at the bottom of the page by clicking on the link “Configuring Eudora for Spam Scanning.”

Open your Eudora mailbox and follow these steps:

1. From the **Tools** Menu, select **Filters**.
2. In the bottom left of the Filters window, click the **New** button.
3. In the **Match** section at the top right, verify or set the following:
 - a. **Verify** that the default **Incoming** box is checked.
 - b. **Type** in the Header field (do not use the pull down list)
X-Spam-Flag:
 - c. **Verify** that the next box down says **contains** (default)
 - d. In the blank field to the right of “contains,” **type** in upper case:
YES
4. In the **Action** section at the bottom right, set the following:
 - a. Set the first action to “Transfer To” in the drop down list.
 - b. Left-click the wide “In” button to the right of “Transfer To.”
 - c. Scroll on the pop-up menu to select the existing Spam mailbox under <Dominant> (or scroll on the pop-up menu to select New, type Spam in New Mailbox name box, and) click OK
 - d. Set the second action to “Skip Rest” to prevent other filters from firing.
5. Close the filters window and click Yes to save the filter changes when prompted.

If you need assistance with creating a Spam filter, please contact the Help Desk at 617-495-8411.