

Tip - WebMail Spam Filter

If you use the preferred CAMail WebMail client, HORDE IMP, you can either set up a filter for Spam emails to move the emails directly to a folder and bypass your Inbox, or delete the emails.

Note: If you use the SMMS WebMail client, you cannot set up a Spam filter.

WebMail is available to all CAMail Eudora email account holders through the CAMail website:

<http://www.camail.harvard.edu/>

Once on the CAMail page, scroll to the WebMail section and click on the link named:

[Connect to IMP \(Horde\) Web Mail](#)

You can also go directly to the HORDE IMP WebMail login screen at the link:

<https://www.camail.harvard.edu/horde/imp/>

If a SPAM folder does not exist in your list of folders, before creating a WebMail Spam filter, especially to move possible Spam email to a folder to review it before you manually delete it, create a SPAM folder by doing the following:

- 1) At the top of the IMP screen, click the **Folders** link.
- 2) On the Folder Navigation screen, choose **Create Folder** from the drop-down menu.
- 3) In the Explorer User Prompt box, type **SPAM**, all in capital letters.
- 4) Click **OK**. The folder named SPAM will now appear in the list of folders both in WebMail and at the office in Eudora.

To create a filter for the HORDE IMP client:

- 1) At the top of the IMP screen, click on the **Options** button.
- 2) Under the Mail Management header, click **Filters**.
- 3) On the Filters page:
 - a) Click the **Edit your filter rules** link.
- 4) On the Filter Rules screen in the Rule Definition section:
 - a) Click the checkbox to the left of the **Subject** item.
 - b) Type into the Text field the following phrase, including the square brackets: **[POSSIBLE SPAM]**. This phrase is tagged, or added; onto email received by the CAMail email system that it believes is spam.
Note: Some email that is not Spam may also be tagged with the above text phrase.
 - c) Choose the Action you wish for IMP to take when filtering the tagged mail. **Note:** The default is for IMP to mark the mail for deletion. You may also move the mail into another folder by selecting the radio button beside the **move message to** item and selecting one of your existing IMAP folders, such as the one called SPAM (see above instructions to create a folder).
 - d) Click the **Create** button to save the new rule.
- 5) When done creating the Spam filter, click the **Cancel** button at the bottom of the screen to return to the main **Filters** screen.
- 6) On the Filters Screen, to automatically filter and move or delete your spam email beginning the next time you log into WebMail, click the two boxes beside:
 - a) Apply filter rules upon logging on? and
 - b) Apply filter rules when mailbox is refreshed.
 - c) Click Save Options button.

For CAMail Spam Scanning FAQs, click the link below:

http://www.camail.harvard.edu/info-docs/spam_faq.htm

If you have any questions on setting up a Spam filter in Webmail, please contact the DLS Help Desk at 617-495-8411.