

Set up Spam and Mailbox Filter in Webmail



STEP 1: Go to:

<https://webmail.nurseryweb.co.uk/>

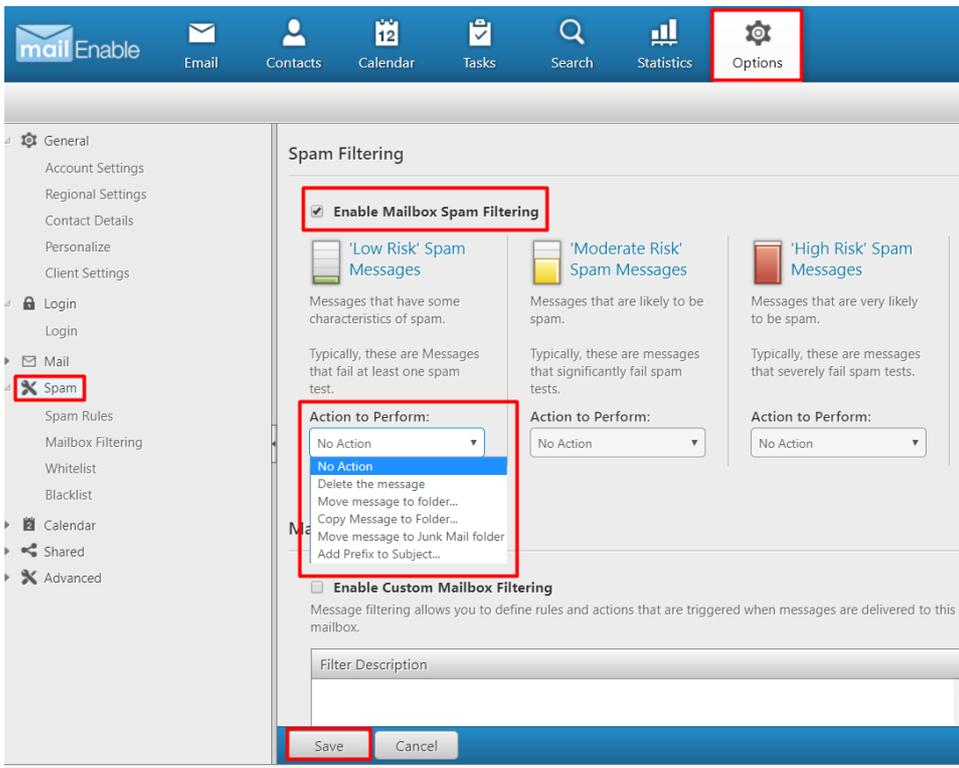
STEP 2: Type in the full email address and the password.

Username: info@example.co.uk ;
password: *****

And click on **[Login]** button.

SPAM SETTING

1.1 SPAM FILTERING



Go to mailEnable menu

STEP 1: Select **[OPTIONS]** -> click **[SPAM]** -> go to **[SPAM FILTERING]**

STEP 2: tick **[Enable Mailbox Spam Filtering]** -> Drop down the **[Action to Perform]** -> choose one of the action -> click **[Save]**.

*Each level of spam filtering [Low, Moderate, High] can have different action to perform.

1.2 MAILBOX FILTERING

The screenshot shows the 'Mailbox Filtering - Properties' configuration page. The left sidebar has 'Spam' selected. The main area includes a 'Filter Description' field, a table for 'Filtering Criteria' with columns for criteria and data, and a 'Filter Action' dropdown menu. The 'Save' button is at the bottom left.

STEP 1: Select [OPTIONS] -> click [SPAM] -> scroll to [MAILBOX FILTERING - PROPERTIES]

STEP 2: Insert the subject title in [Filter Description]

STEP 3: Insert the [Criteria Data] according to [Filtering Criteria] especially [Message Subject Contains] and [Message Contains] so that the system can filter out those emails with sensitive subject title and contents.

STEP 4: Drop down the [Filter Action] -> choose one of the action -> click [Save].

*Message Subject Contains means the subject title of an emails and the Message Contains means the contents of the emails.