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

mail Enable Email	Contacts Calendar	Tasks	Q Search	statistics	Options	
d 🔯 General	Spam Filtering					
Account Settings			_			
Contact Dataila	Enable Mailbox	Spam Filteri	ing			
Dersonalize	Li our Dield C			rata Dick		ligh Dick! Coom
Client Settings	Messages		Spam Messages		Messages	
	Messages that have some		Messages that	are likely to be	Messages that are very likely	
Login	characteristics of spam.		spam.		to be spam.	
Login	Typically, these are M	essages	Typically, these	e are messages	Typically	, these are messages
Snam	that fail at least one s	pam	that significant	ly fail spam	that seve	erely fail spam tests.
Spam Rulas	Action to Porform:		Action to Por	form	Action	to Porform:
Mailbox Filtering	No Action		No Action	Torm:	Action	
Whitelist	No Action				INO ACC	
Blacklist	Delete the message					
Calandar	Copy Message to Fold	der				
Shared	Move message to Jun	k Mail folder				
Advanced	Add Heix to Subject					
	Enable Custom	Mailbox Filt	ering	one that are trigg	arad whon ma	ssages are delivered to this
	mailbox.	ws you to dem	ne rules anu acu	uns unat are ungg	ereu when me	ssages are delivered to this
	Filter Description					
	The Description					A
	Save Cance					

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

mail Enable Email	Contac	ts Calendar	Tasks	Q Search	L. Statistics	Options			
 General Account Settings Regional Settings Contact Details Personalize Client Settings Login Login Login Spam Rules Mailbox Filtering Whitelist Blacklist Shared Advanced 		illbox Filtering Message filtering a mailbox. Filter Description Filtering Criteria Message To Message To Message To Message Co Attachment Message Su Message Co	- Properties lows you to defin	Criteria Data	rules and actions that are triggered when messages are delivered to this Criteria Data (
		When the above co Filter Action:	nditions are met, No Action Delete the mess Move message Copy Message t Move message Move message Forward To Add Add Message H Add Prefix to Su	I would like the sage to folder to Folder to Junk Mail fol to Quarantine fi ress eader ibject	vould like the following action to occur: ge folder - Junk Mail folder - Quarantine folder ess ader ject				

STEP 1: Select [OPTIONS] -> click [SPAM] -> scroll to [MAIBOX 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.

