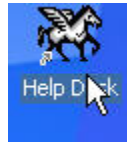


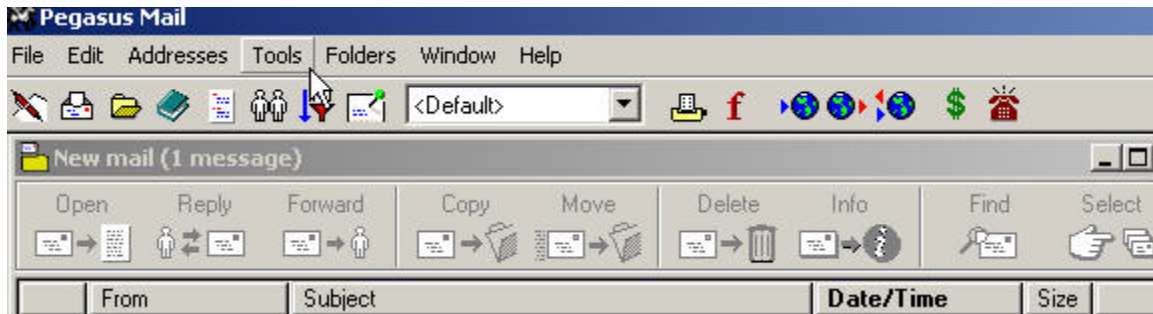
Setting up Spam Filter in Pegasus

Please note that this filter is setup using the 'subject' line in the email messages to filter out some spam.

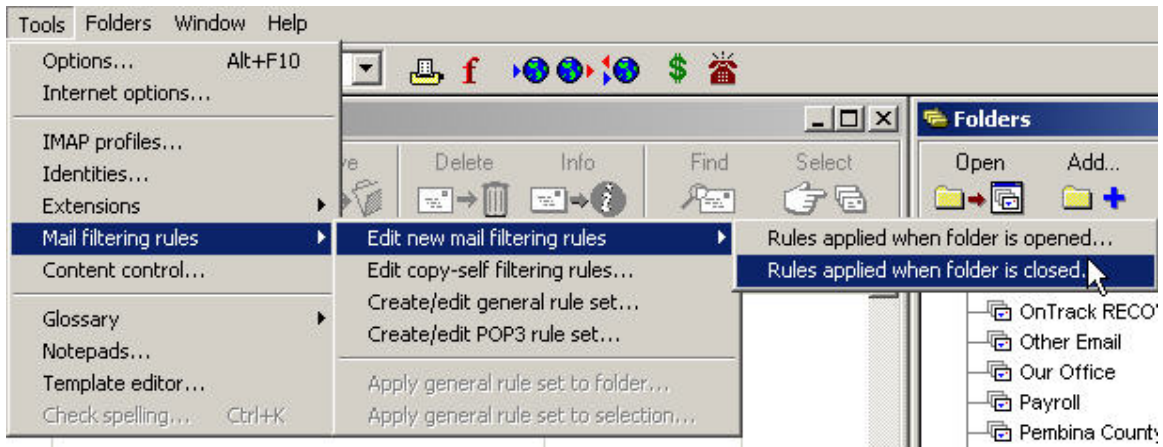
Open up Pegasus



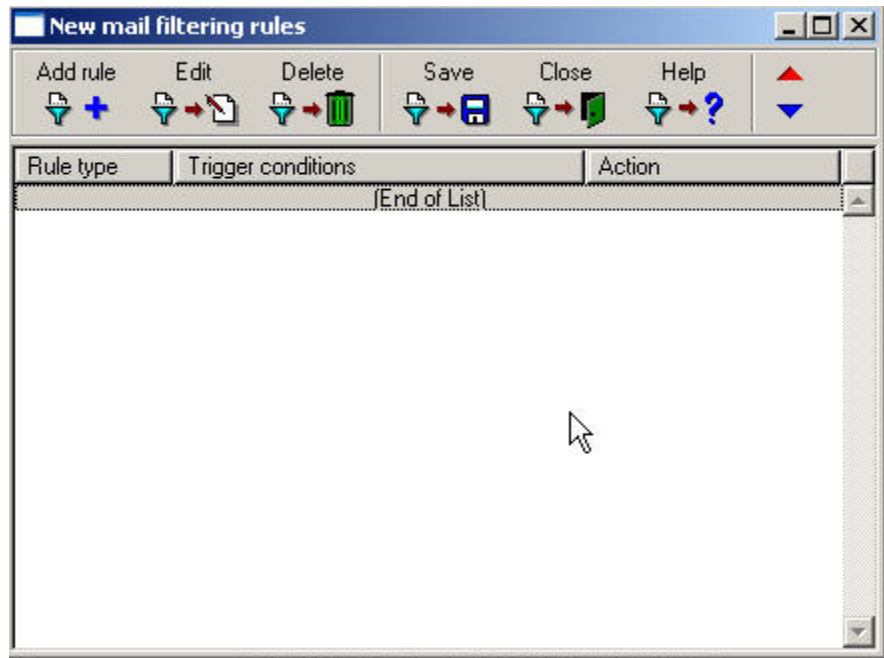
When Pegasus has opened, go to the Menu Bar and left click once on **Tools**.



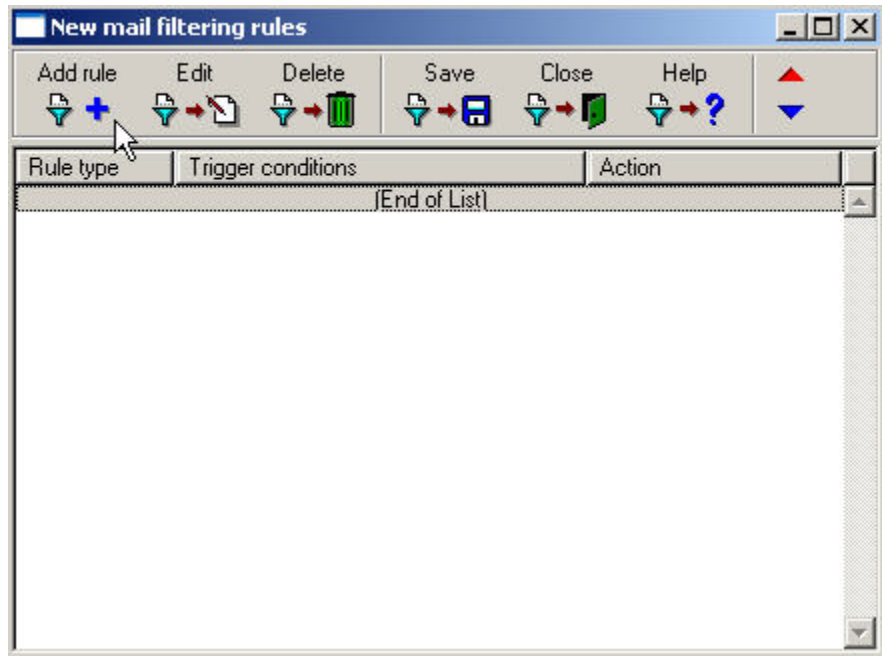
This shows the drop down menu. Select -> **Mail filtering rules** -> **Edit new mail filtering Rules** -> **Rules applied when folder is opened** (do not select the highlighted entry below).



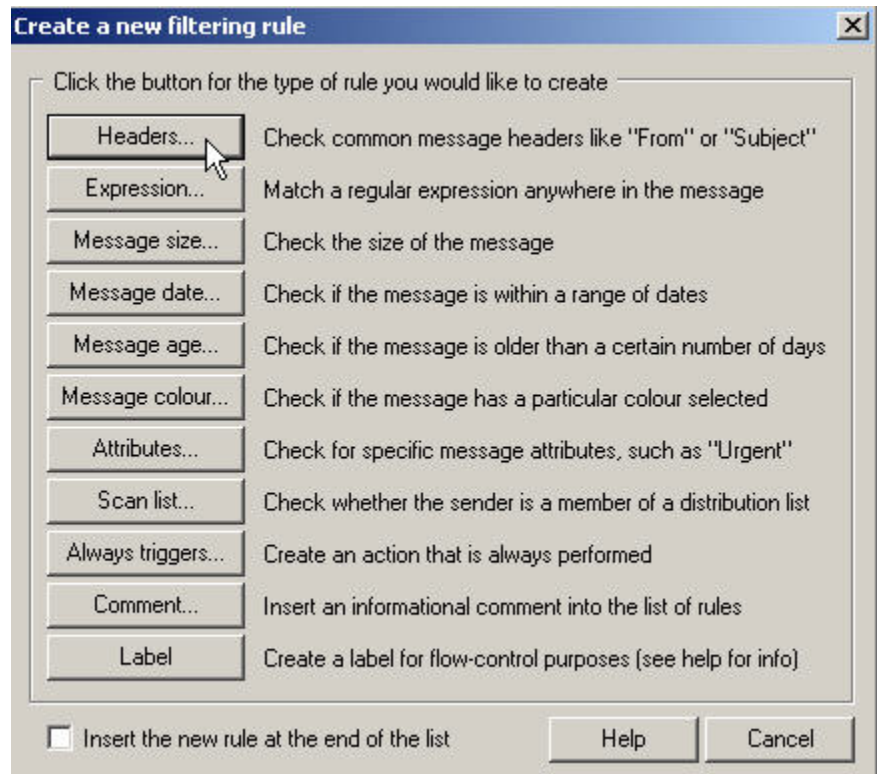
This window appears.



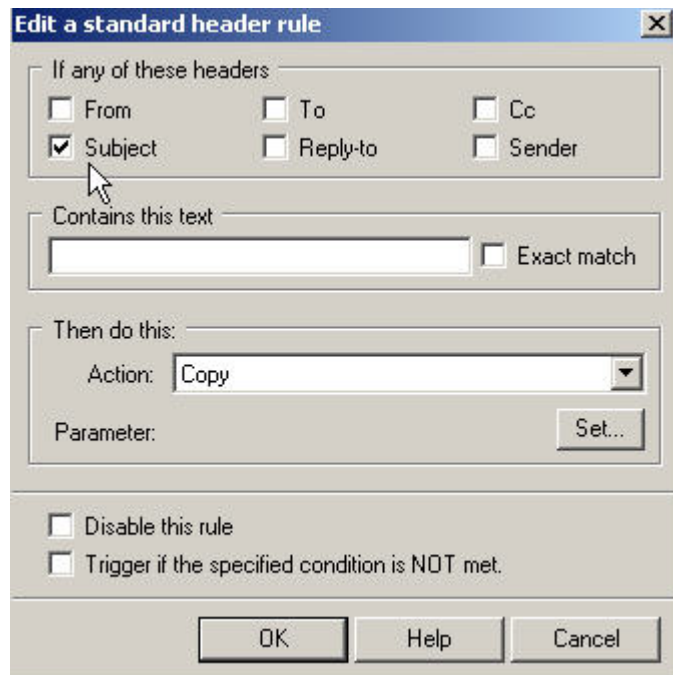
Left click on **Add rule**.



This window appears.
Left on **Headers**.

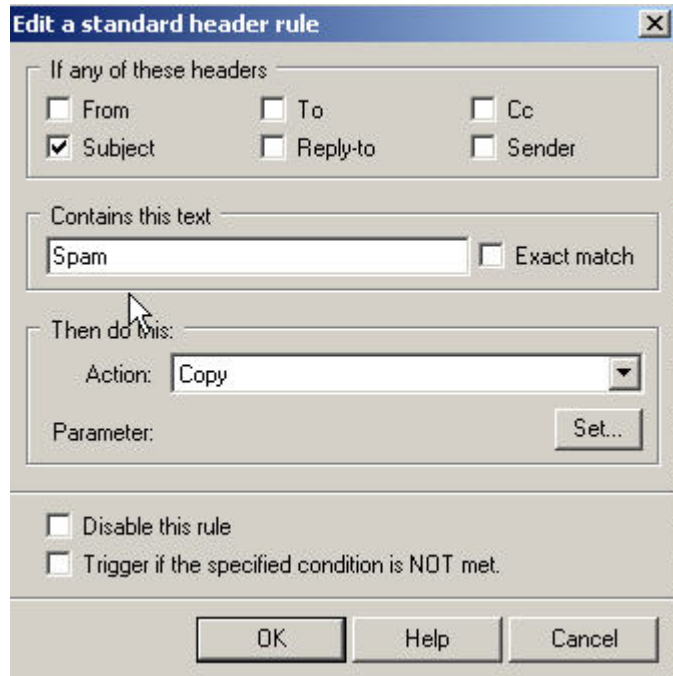


When this window appears, check
the **'Subject'** box.

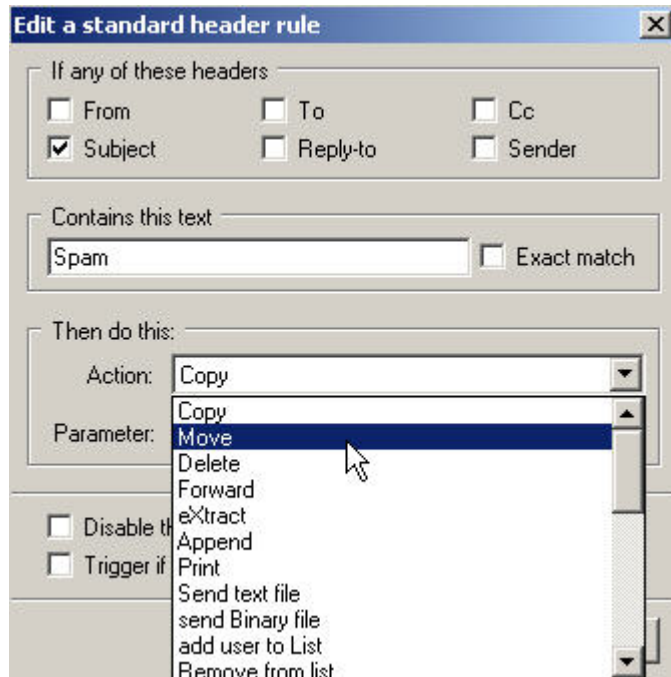


Move down to the 'Contains this text' and type in 'Spam'.

On the Extnet email server, this is what the spam software will put beside a suspected spam email.

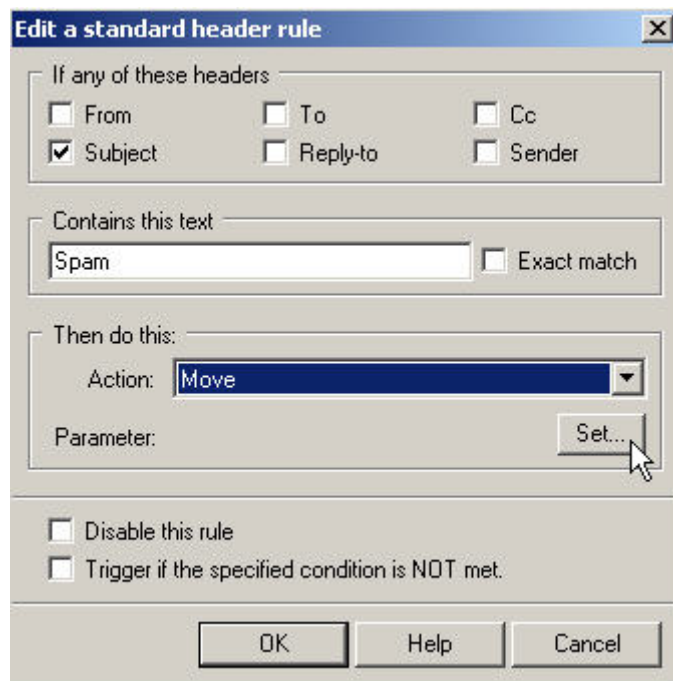


Go to the 'Action' drop down menu and select Move.



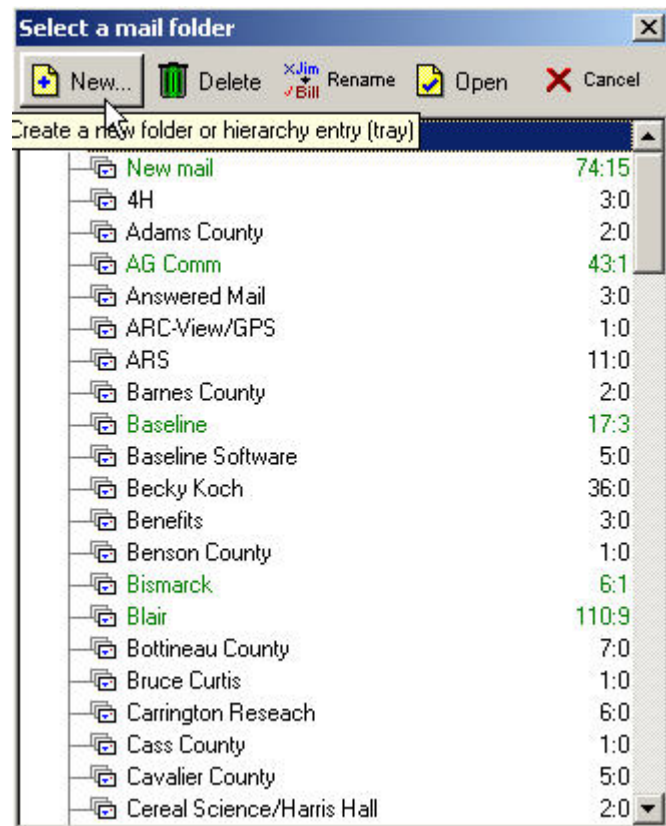
The next thing to do is move it to a folder . In this case you can name it Spam.

Click on Set.



The folders' listing comes up.

Go to the upper left hand corner and click on 'New'.

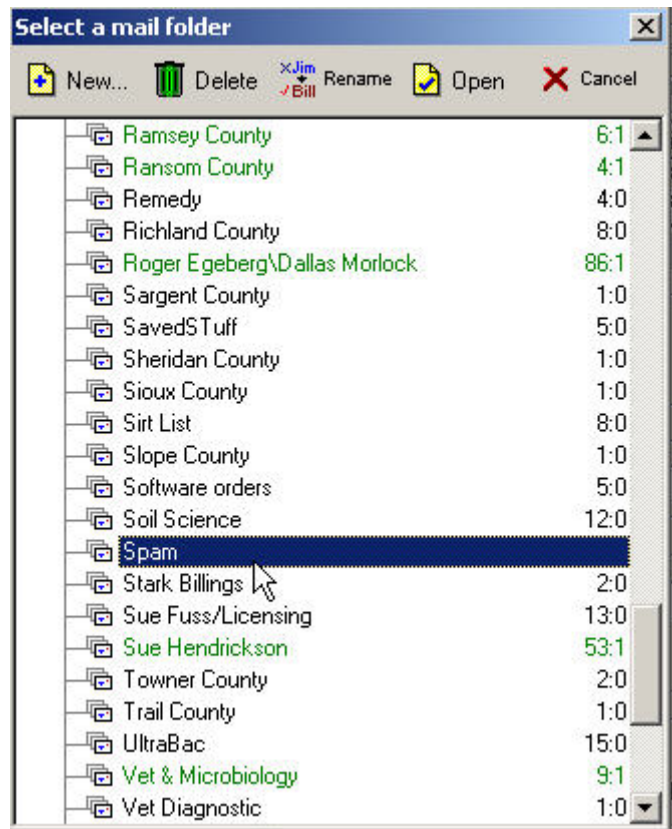


Type Spam for the name and click OK.



You come back to the folder listing but now have a Spam folder listed.

Double left click on Spam. This will take you back to the filter window.



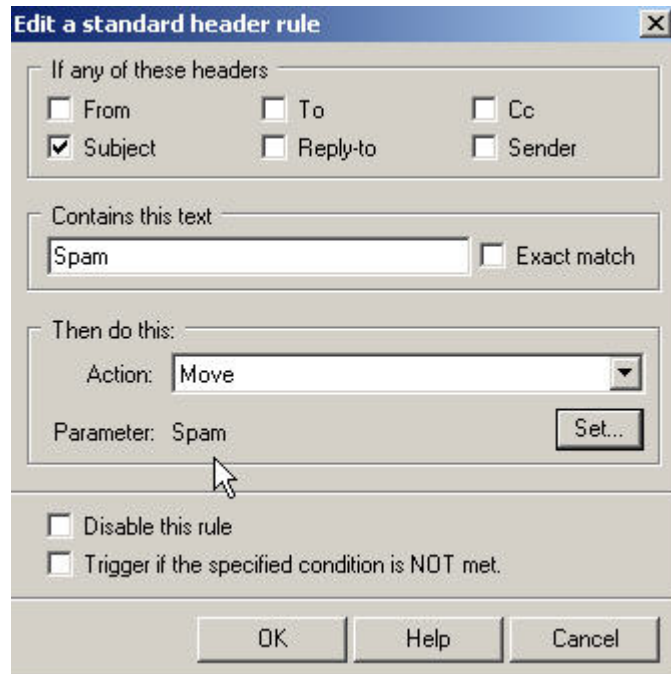
Now we have everything in place.

The filter is going to check the Subject line.

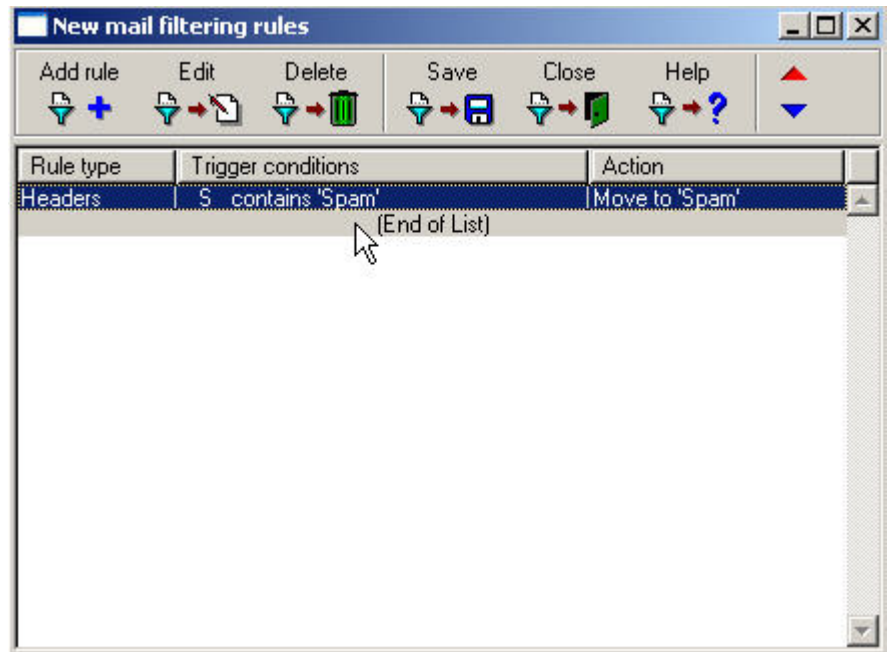
The filter is looking for the text (Spam).

The filter will move the email to the Spam folder.

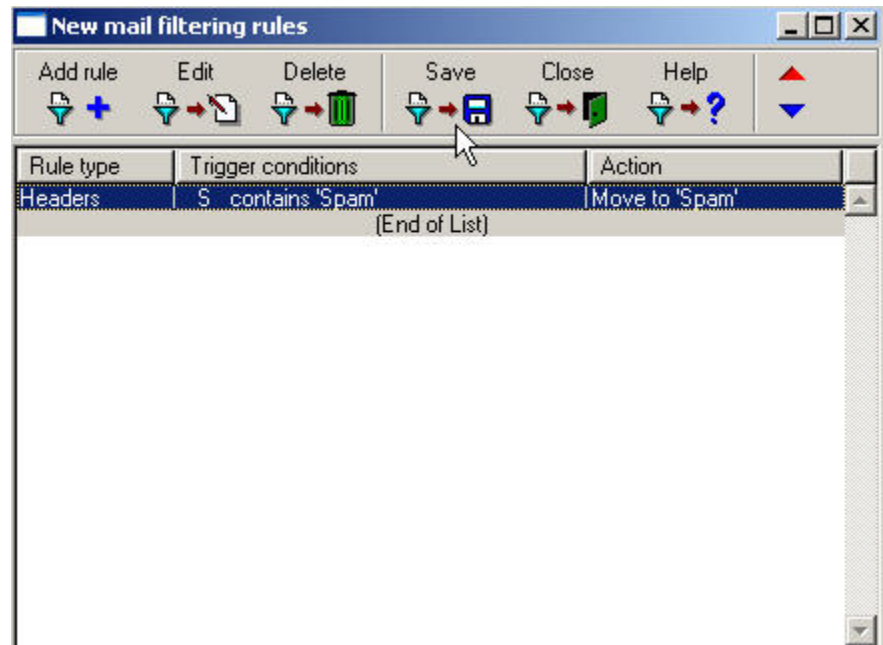
Now click on the OK button at the bottom.



You are brought back to the original New mail filtering rules window.



Click on Save.



Click on Close and that is all.

Any mail that comes from Extnet (ndsnext.nodak.edu) with the (Spam) characters in the front of the subject line should be sent to the Spam filter.

If you are confident that all of the mail is spam you can delete all of the mail in that folder.

If you have any doubts, you can go through the folder, and transfer to another folder, to keep what you want.

