CountyStart Networks Support

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Creating SPAM Filter Rules for your POP3 Email

The first thing you need to do is go to your webmail login on the Internet by typing in the address: mail.YourWebsiteAddress.com

Next, type in your email address and then password.

You will enter a screen that appears like this once you have entered your login information.

Click on the "Email Filtering" as designated by the red arrow to enter the following screen:

After you click on the "Create a New Filter" button as designated by the red arrow, you will enter a screen that looks like this:

In this page you will first create a new Filter Name.

Then you will make your first Rule:

1. This first dropdown will enable you to choose the area in which you want to apply the rule to, and the contents of this drop down is:
→ From, Subject, To, Reply Address, Body, Any Header, Any Recipient, Has not been previously delivered, is an error message, SPAM Status, SPAM Bar, SPAM Score.

2. This drop down allows you to choose how it the rule is suppose to match the criteria going to be listed.
→ equals, matches regex, contains, does not contain, begins with, ends with, does not begin, does not end with, does not match, is above (#'s only), is not above (#'s only), is below

3. This is the information you designate as the "to look for" criteria of your rule.
4. This + arrow allows you to add an additional rule to this setting, or subtract one out with the minus.

Actions

Discard Message ▾ **5**   **6** − +

5. This function allows you to choose exactly where you want the designated SPAM message to be sent: discard message, redirect to email, fail with message, stop processing rules, deliver to folder.
6. This function allows you to add an additional action to your rule, or subtract one off through the minus.

Filter Name: Our First Spam Rule ✔
The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten.

Rules

▲ From ▾ equals ▾   − +
▼ _____

Actions

Discard Message ▾   − +

Activate **7**

← Go Back

7. Next you need to activate this rule by clicking the "Activate" button to add it to your list of Rules.

Here is sample of what a Rule may look like filled in before activation.

Filter Name: Our First Spam Rule ✔
The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten.

Rules

▲ From ▾ equals ▾   or ▾   − +
▼ Spammer1

▲ Subject ▾ equals ▾   − +
▼ Junk

Actions

Discard Message ▾   − +

Activate

Below you will see your new rule being displayed in your Rules management list.

Just rinse and repeat in order to make additional "SPAM Rules" for your POP3 Email account.

Good Luck!