

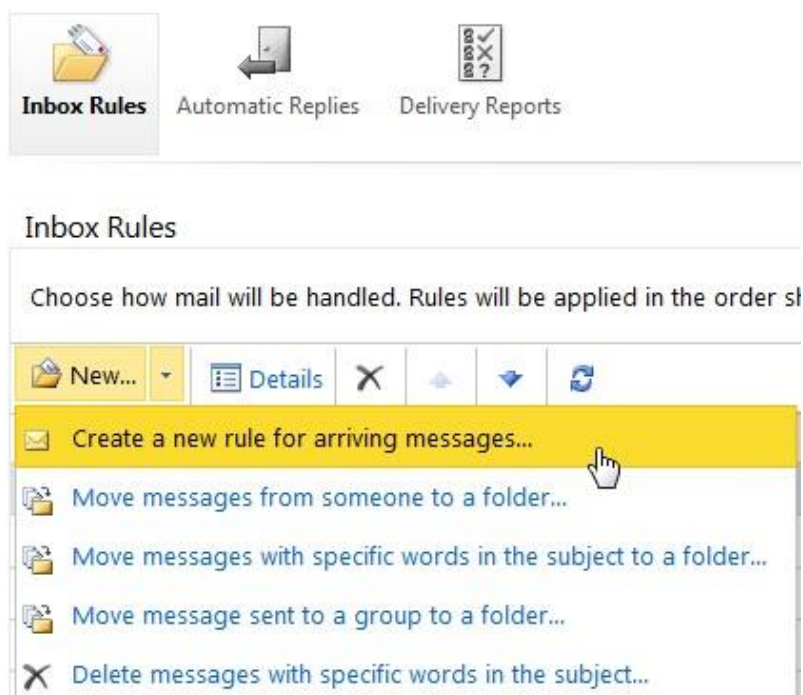
Creating a spam filter in Outlook Web Access

With this guide you can create a filter for email messages marked as spam. Please use Internet Explorer-browser when creating rules.

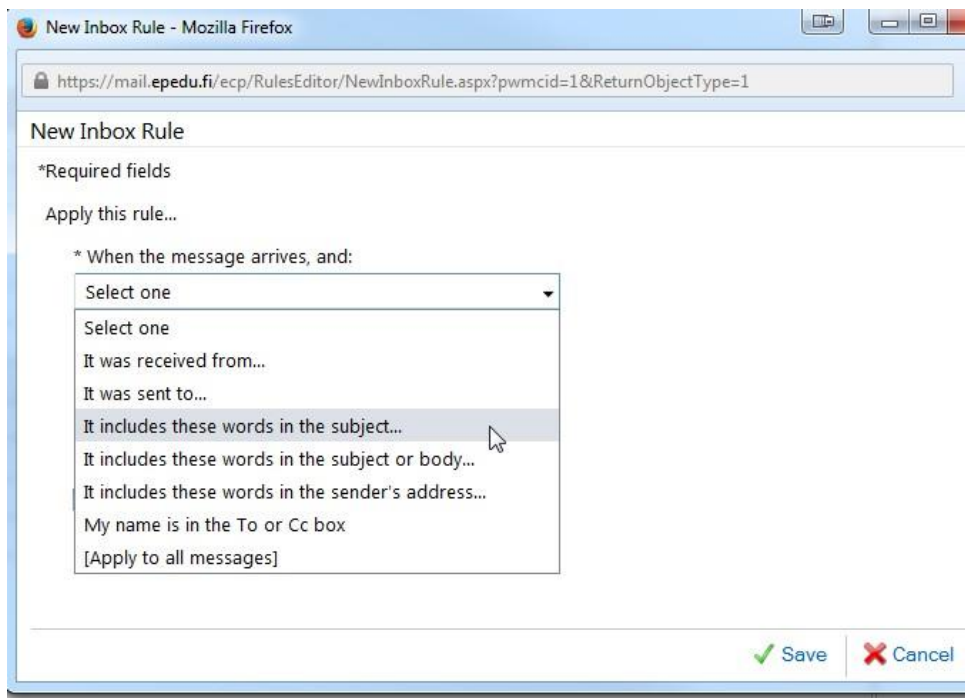
1. Sign in to Outlook Web Access in the address mail.epedu.fi and click **Settings** in the top right-hand corner. Choose **Create an Inbox Rule** from the dropdown menu.



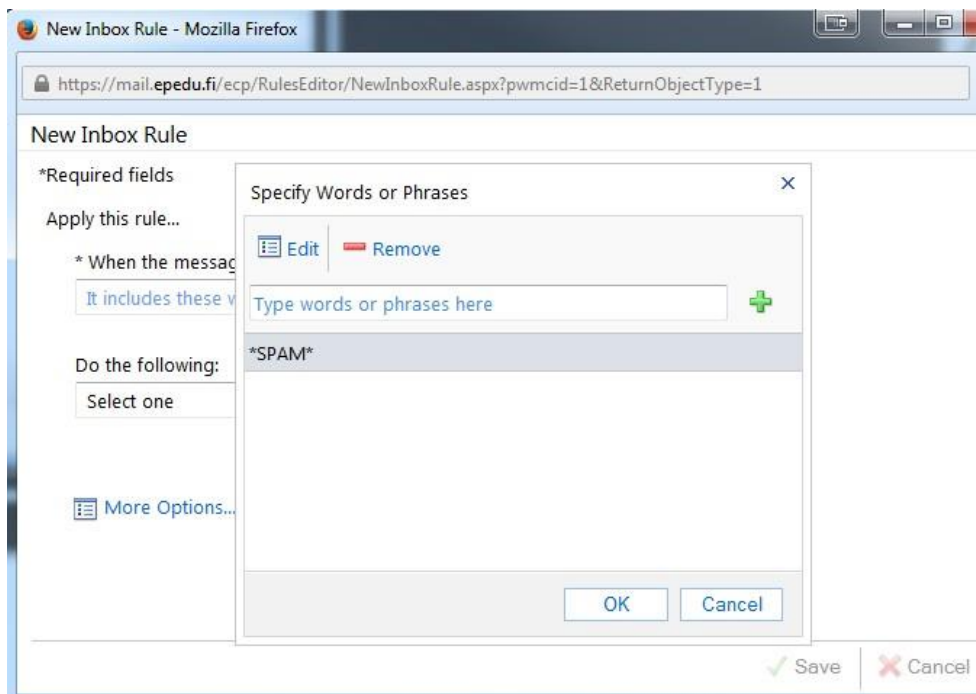
2. In the new popup window choose **Inbox rules** and from there **Create a new rule for arriving messages**.



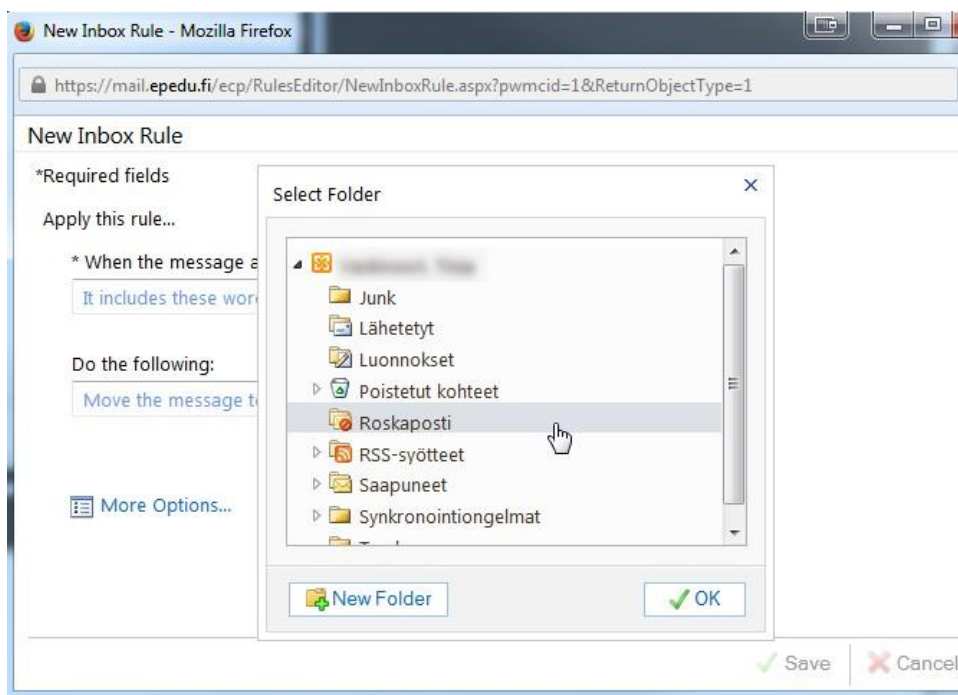
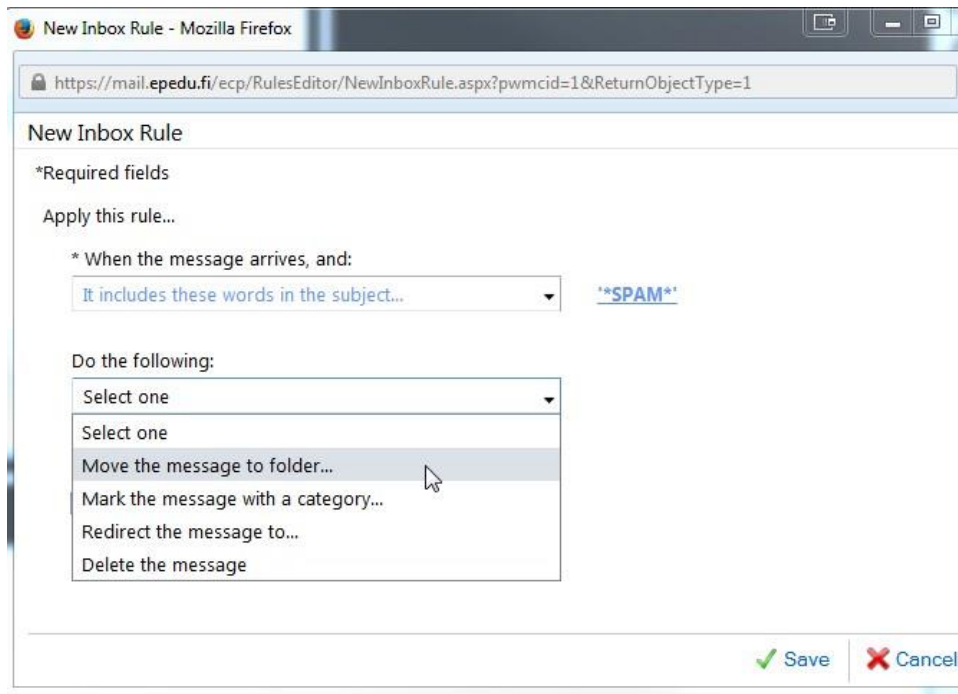
3. Choose **It includes these words in the subject.**



4. Add the words you want to filter (for example ***SPAM***) in the textbox and press the green plus button. This rule will move all the messages with SPAM in the subject into Spam folder. After adding the word(s), press ok.



5. In the lower dropdown menu choose what happens with the filtered messages. In this case choose **Move the message to folder**. After this a new popup window will open where you will choose the destination folder. If you don't already have a Spam folder, you can create a new folder from the **New Folder** button. Choose the folder where you wish to move the messages and press ok.



6. Press **Save**.