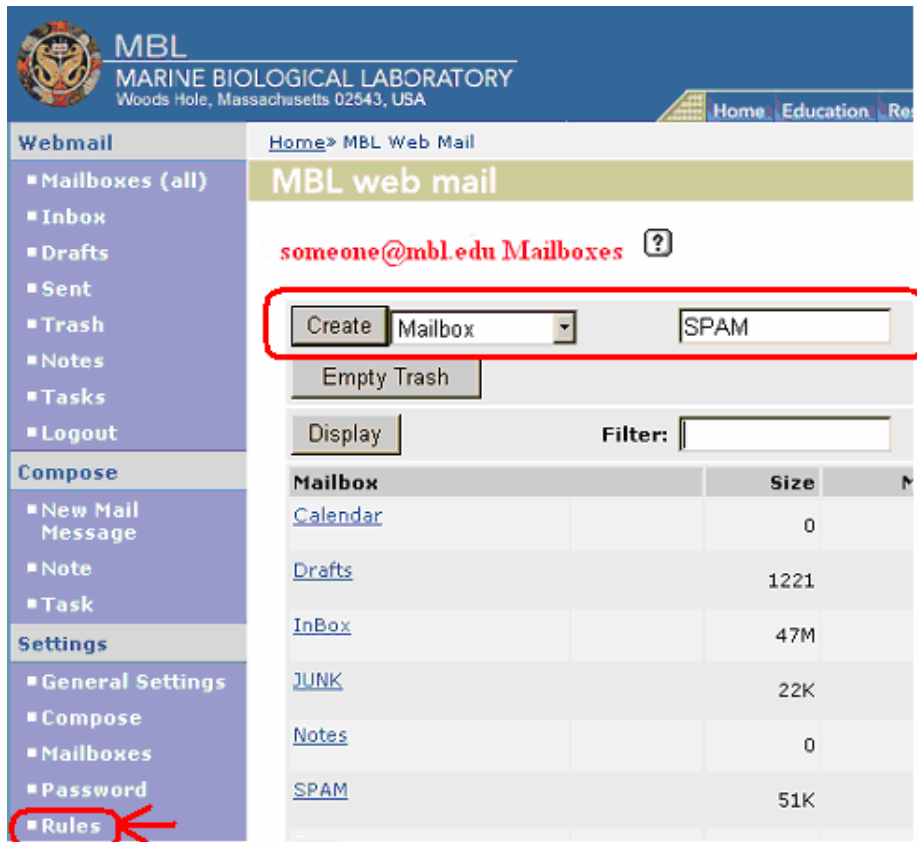


1. Go to <http://mail.mbl.edu>
2. Log in
3. Click on “Mailboxes (all)”
4. On the drop down menu next to “Create”, select “Mailbox”
5. In the text box next to the drop down menu, enter SPAM. Make sure SPAM is entered in all capital letters as it is case-sensitive.
6. On the left-hand menu, click on “Rules”



The screenshot shows the MBL webmail interface. The left-hand menu is visible, with the 'Rules' option highlighted by a red box and a red arrow. The main content area shows the 'Create Mailbox' form, which is also highlighted by a red box. The form contains a 'Create' button, a dropdown menu set to 'Mailbox', and a text box containing 'SPAM'. Below the form, there is a table of existing mailboxes.

Mailbox	Size
Calendar	0
Drafts	1221
InBox	47M
JUNK	22K
Notes	0
SPAM	51K

6. In the text box next to “Add Rule”, enter “spam filter”

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Webmail Home » MBL Web Mail

MBL web mail

Automated Processing for someone@mbl.edu ?

Add Rule

Priority	Name	Edit
1	spam filter	Edit

7. Click on “Add Rule”
8. Click on “Edit” next to “spam filter”
9. Under “Data” select “Subject”
10. Under “Operation” select “is”
11. Under “Parameter” enter [SPAM]*
This must be all capital letters – it is case-sensitive.
12. Under “Action” select “Store in”
13. Under “Parameters” enter SPAM
This must be all capital letters – it is case-sensitive.
14. Click on “Update”
15. On the second line under “Data” select “Subject”
16. On the second line under “Operation” select “is”
17. On the second line under “Parameter” enter [SPAM]*
This must be all capital letters – it is case-sensitive
18. On the second line under “Action” select “discard”
19. Click on “Update”

You are all set. What this does is first store the spam email in a mailbox called SPAM and then discards it from your Inbox.

Data	Operation	Parameter
Subject	is	[SPAM]*
Subject	is	[SPAM]*
---	is	

Action	Parameters
Store in	SPAM
Discard	

Reset | Update