

# Oakland County Webmail Anti-Spam Setup

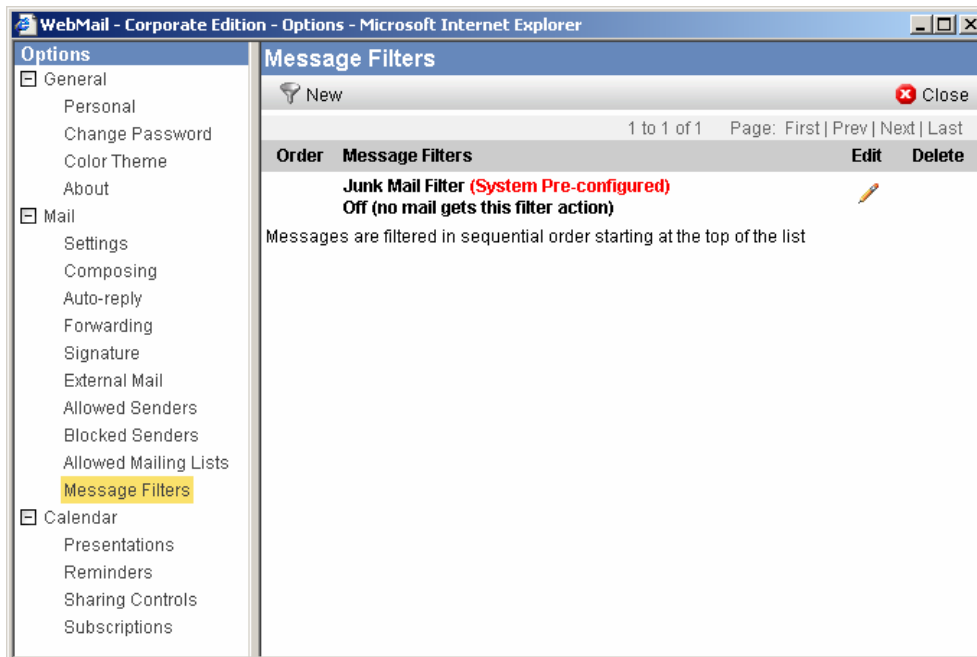
---

Webmail Anti-Spam is a tool that allows you to filter junk mail (Spam) from your inbox. Once the Anti-Spam control is turned on, most junk mail will be redirected to a Junk Mail folder. Please note that you **MUST** enable Anti-Spam before it will begin filtering your mail. The following are instructions on enabling and working with Anti-Spam.

## Anti-Spam Setup:

To enable Anti-Spam you will need to first log into Webmail:

1. Log in to Webmail at <https://mail.oakgov.com/wm>.
2. From the **Webmail** screen, click the **Options** link found near the top right corner of the web page.
3. From the **Mail** option, click the **Message Filters** link.
4. Click the **Edit** symbol (pencil) next to **Junk Mail Filter (System Pre-configured)**.

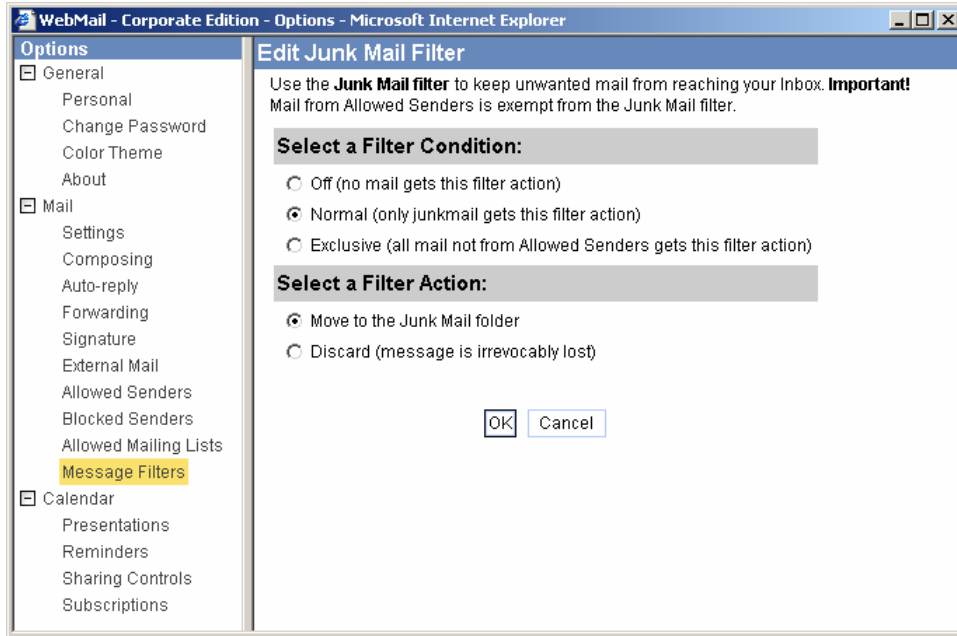


5. In the **Select a Filter Condition** area, click the radio button next to **Normal (only junkmail gets this filter action)**.
6. In the **Select a Filter Action** area, click the radio button next to **Move to the Junk Mail folder**.

**Note:** The **Discard (message is irrevocably lost)** option should not be used as the anti-spam filter may occasionally misidentify some legitimate messages as junk mail.

# Oakland County Webmail Anti-Spam Setup

7. Click the **OK** button.
8. Click the **Close** button.



Anti-Spam is now enabled and will move any incoming messages it believes to be junk mail into your Junk Mail folder. It does this by analyzing messages for keywords and patterns typical to junk mail messages. In doing so, it may misidentify some messages as junk mail. For this reason, it is important to occasionally look in your Junk Mail folder.

## Accessing Your Junk Mail Folder:

1. From **Webmail**, click the **Mail** menu.
2. From the **Folders** list, click the **Junk Mail** folder.



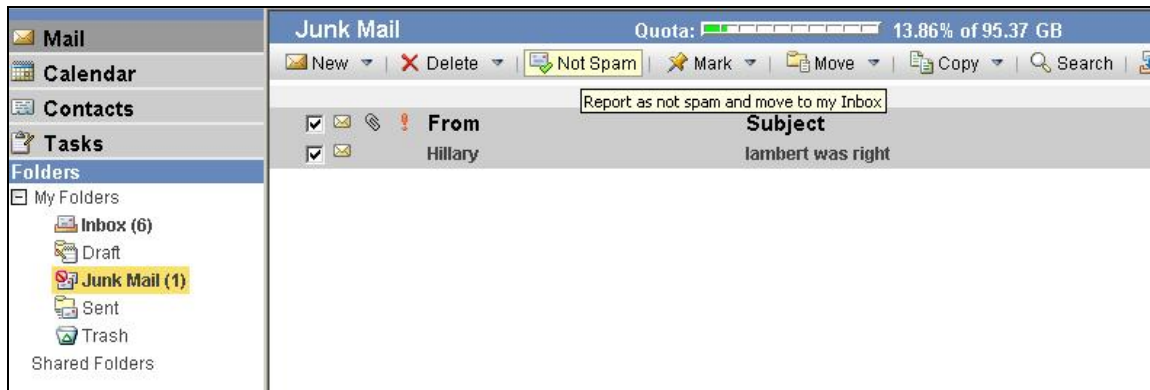
# Oakland County Webmail Anti-Spam Setup

---

The Junk Mail folder is displayed. Note that you can delete and work with messages in the Junk Mail folder just like messages in the Inbox, or you can let Webmail automatically purge messages older than 14 days. If you see a message in the Junk Mail folder that you did not want to be filtered you can move that message back to your Inbox, then add the senders email address, or entire domain to the **White List**. White listed addresses or domains are ignored by the junk mail filter.

To move a message to your **Inbox**:

1. Click a checkmark in the checkbox next to the message(s) you want to move.
2. Click the **Not Spam** button.



## White List Setup:

To add an email address or domain to your **White List**:

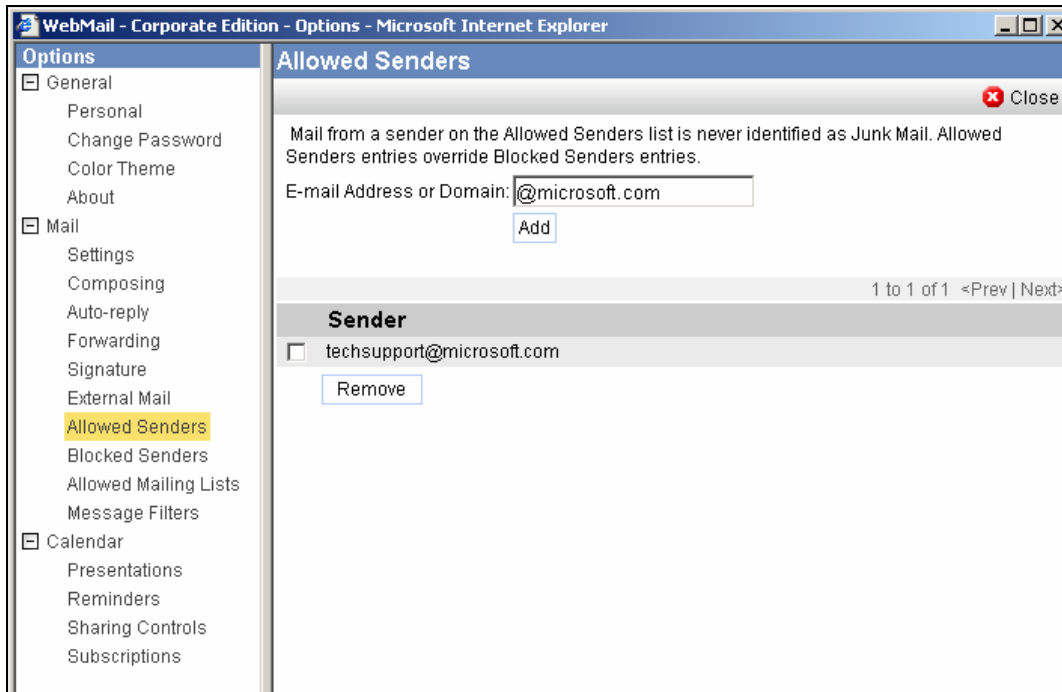
1. From the **Webmail** screen, click the **Options** link.
2. From the **Mail** option, click the **Allowed Senders** link.
3. Type an email address (e.g. techsupport@microsoft.com) into the **E-mail Address or Domain** field to add an individual to the White List. Type a domain (e.g. @microsoft.com) to add all addresses in that domain to the White List.

**Note:** Information Technology does not recommend adding **@oakgov.com** to the White List.

4. Click the **Add** button.
5. Click the **Close** button.

# Oakland County Webmail Anti-Spam Setup

---



The junk mail filter will ignore all future messages from White List addresses. Note that you can remove addresses from the White List by selecting the address and clicking the **Remove** button.

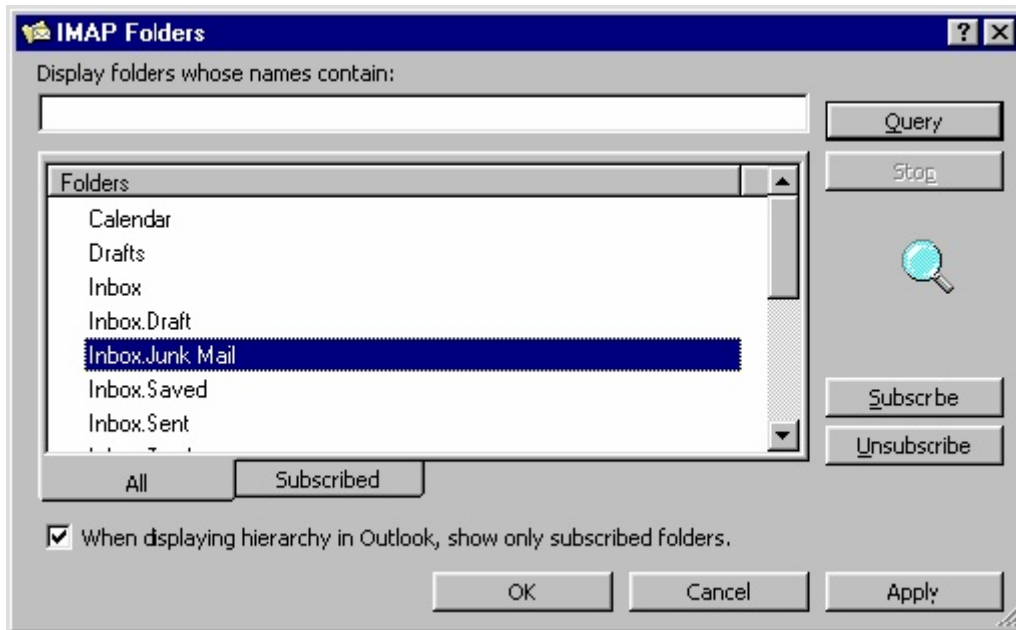
6. Click **Sign Out** to exit Webmail.

## Outlook Anti-Spam Setup:

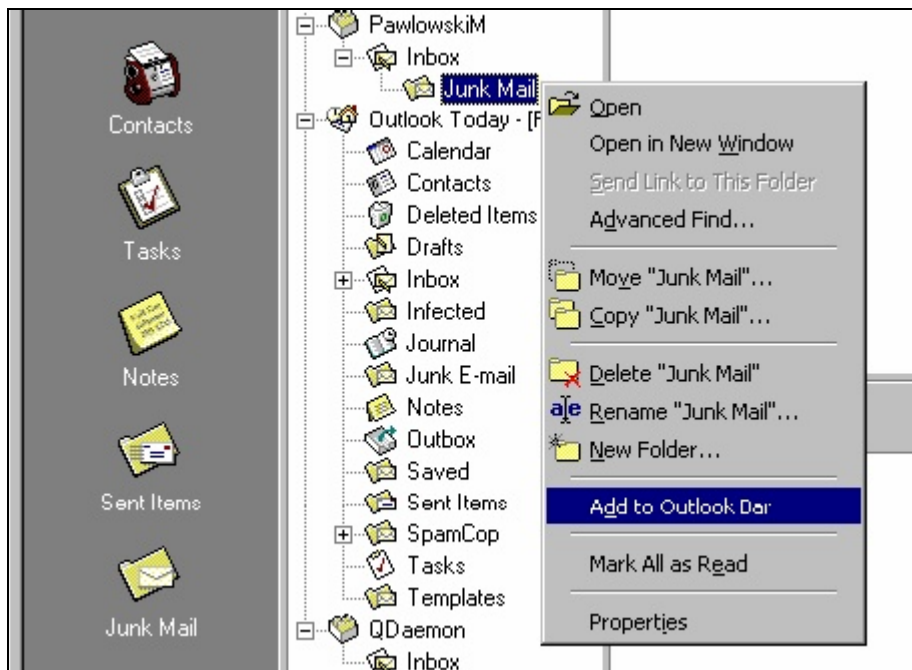
You can configure Outlook to display your Anti-Spam Junk Mail folder. Messages can then be moved or deleted within Outlook, however; you will still need to use Webmail to edit your White List.

1. From **Outlook**, click the **Inbox**.
2. From the Outlook menu bar, click **Tools...IMAP Folders** (if **IMAP Folders** is not visible, click on the double caret at the bottom of the menu).
3. From the **IMAP Folders** dialog box, click the **Query** button.
4. Click **Inbox. Junk Mail** from the **Folders** list and click the **Subscribe** button.
5. Click the **OK** button.

# Oakland County Webmail Anti-Spam Setup



If you have your folder list open, you should see the **Junk Mail** folder is now a subfolder of your **Inbox** (to view your folder List, click **View...Folder List**). You can add the Junk Mail folder to your Outlook Bar by right clicking on the folder in the folder list and clicking **Add to Outlook Bar**.



If you have any questions, please contact the IT Service Center at (248) 858-8812.

wm\_antispam\_setup.pdf  
3/19/2008