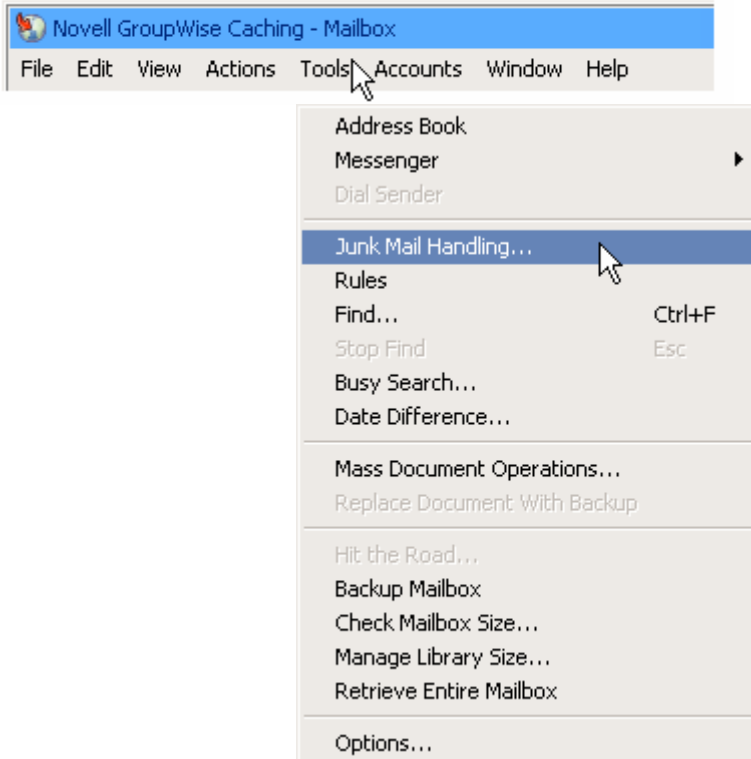


Using GroupWise Junk Mail Handling

This document will explain the usage of the 'Junk Mail Handling' Utility in your GroupWise 7 client on your work computer. **This is NOT intended for the web interface**, only the GroupWise 7 client installed on your computer that you use during the day.

The 'Junk Mail Handling' feature is a very nice and customizable feature of the client for GroupWise. In here you can specify any email address or a whole Domain you do not want to receive email from.

First you will want to open your GroupWise client. Once you have your client open you will want to go to Tools in your Menu Bar the go down to the entry 'Junk Mail Handling....' as shown below.



This will open the Junk Mail Handling window on your desktop. Here you can see information for the 'Junk List', and 'Block List'. What we will focus on here is the Block list settings. There are four tabs as you can see below that help in setting up the Junk Mail Handling for your mailbox.



The main tabs you will be interested in are the 'Settings' tab, the 'Block List' tab and the 'Trust List' Tab. The Junk list tab is another feature of the GroupWise client to regulate if you would like to still receive certain emails that can be classified as Junk emails such as Advertisements.

The four tabs as you can see are 'Settings, Junk List, Block List, and Trust List'. In the below screenshot you can see the Settings' tab for enabling Junk Mail Handling and 'Blocked Mail' settings of the GroupWise Client.

Using GroupWise Junk Mail Handling

Junk Mail Handling provides the ability to deal with unwanted e-mail based on the address of the sender. There are several options available:

Junk Mail

You can specify that e-mail be placed in the Junk Mail folder. (If the Junk Mail folder does not exist it will be created when any of these options are enabled.)

- Enable Junk List.
Mail from addresses in the Junk List will be placed in the Junk Mail folder.
 - Enable Junk Mail using personal address books.
Mail from addresses not in a personal address book (including Frequent Contacts) will be placed in the Junk Mail folder.
 - Enable Junk Calendaring using personal address books.
Appointments and tasks from addresses not in a personal address book (including Frequent Contacts) will be placed in the Junk Mail folder.
-
- Automatically delete items from the Junk Mail Folder.
(Items are moved to the Trash folder.)

Days to retain items after delivery:

Blocked Mail

- Enable Block List.
Mail from addresses in the Block List will not be delivered.

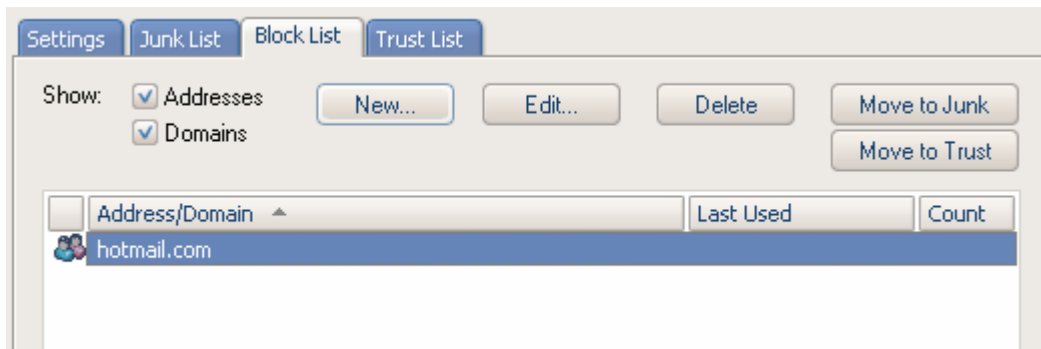
If you enable these features it is then something that you will have to keep up on to ensure that no emails that you wish to receive are then put into these lists.

The most common option that used is to enable the 'Blocked Mail' section of this window. If for some reason you still want to receive certain Junk Mail such as Advertisements, or coupons you can enable this section and set it up just like the Block List works, but for now we will stay with the Block List category and how to set it up for a your email.

When you receive an email that has made it through our Firewall and is not considered spam on the spam list and is not infected with a Virus, then you can add it to the 'Block List' and you will not receive a email from that person again.

IMPORTANT INFORMATION

If you receive an email from someone at a domain you do not want to receive email from, then all you would need to do for this would be to put in a domain name instead of an email address such as '@hotmail.com' like it is shown below, then you will NEVER receive an email from that domain again. It will show up in the Spam Report that you get in your email as being sent, but the GroupWise server will then drop/delete the email not allowing it to be delivered to your email Inbox.



Using GroupWise Junk Mail Handling

As long as you put a domain in the area, any and all email coming from this domain will be dumped, and or deleted at the GroupWise server and will not be delivered.

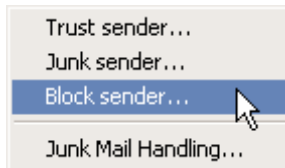
IMPORTANT NOTE

All emails that are in your Personal Address Book as well as the Shelley School District Address book will not be put into the Block list because it then knows that those emails are allowed senders. The emails will not show up in the 'Trust List' as well due to this fact of it being in your Address Book.

If you would like to receive email from a domain such as hotmail.com then highlight the name as shown above then click on the 'Move to Trust' button pictured below and it will move it to the trust list.



Once you move the domain and or email address to the trust list, you will then receive all email that is not considered spam or virus infected email from that Domain. If you have a specific email address and want them blocked then right click on the email and go to 'Junk Mail Handling' in the pop-up list and then left click on 'Block Sender' as shown below.



This will then put the email address in the Block List as shown in the screenshot above.

The other tabs are useful, but this one has the best ability of the 3 to help block or allow emails. Remember that if your Spam Mail Summary says you are getting emails and you do not see them in your inbox, the first place you will want to check is the Junk Mail Handling portion of your GroupWise client.