

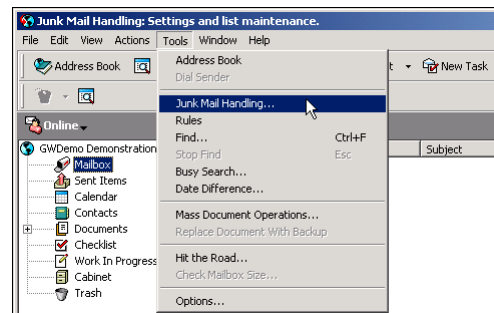
Using Groupwise's Junk Mail Features

Groupwise comes with several features designed to block or permit e-mails based on either individual e-mail addresses or from entire Internet domains¹. These instructions will help you set up the Junk Mail features of Groupwise.

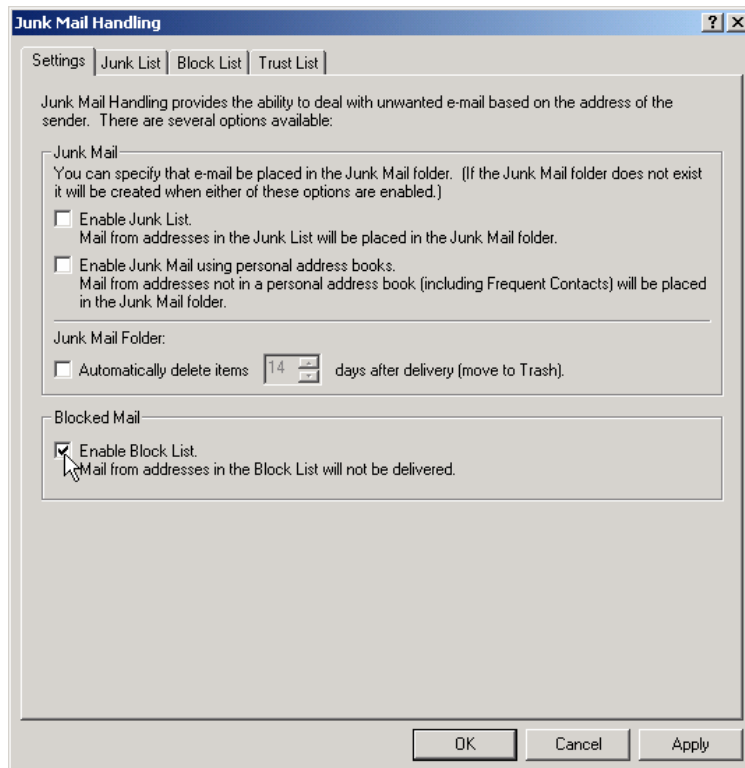
To block e-mail from an e-mail address or an Internet domain

When you are receiving junk mail from an e-mail address, or if you notice that the same Internet domain is sending a lot of junk mail, you may want to add that to a 'Block List,' which will stop the junk mail from getting through to your Inbox.

- 1) To start, open the Junk Mail Handling window. In Groupwise, click on the 'Tools' menu, and select 'Junk Mail Handling.'

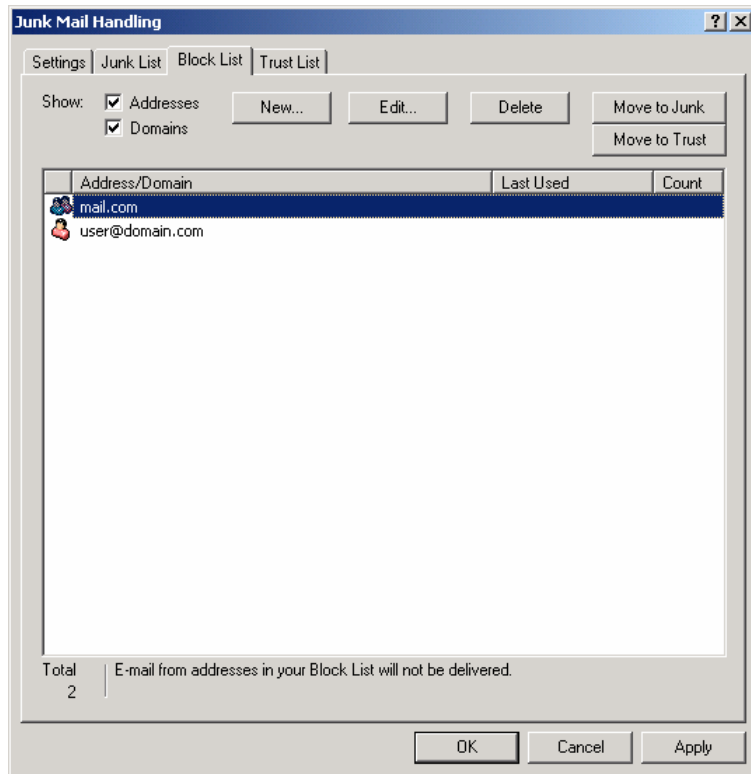


- 2) In order to add addresses or domains to your block list, the option 'Enable Block List' must be selected. Make sure that in the Junk Mail Handling window under the 'Settings' tab that the option 'Enable Block List' is checked as in the picture.



¹ An Internet domain is the part of an e-mail address that comes after the @ symbol. For example, in the e-mail address user@msu.edu, the Internet domain is msu.edu.

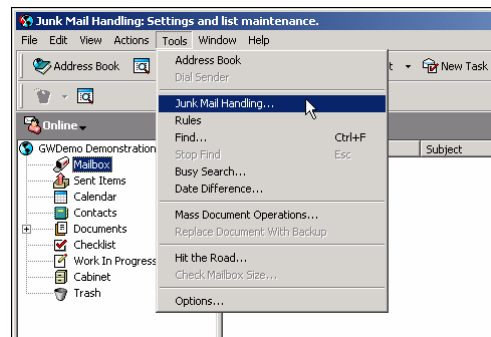
- 3) Now that the Block List is enabled, you can add addresses or domains to the Block List. In the Junk Mail Handling window, click on the 'Block List' tab. Click on the 'New' button, and a window will pop up titled 'New Address or Domain.' Type in the e-mail address or domain to be blocked, and click 'OK.' In the picture, the domain 'mail.com' and the e-mail address 'user@domain.com' have been blocked. When finished adding to the Block List, click on 'OK' to save the changes made.



How to prevent e-mail from a user or Internet domain from being blocked

If you are receiving junk mail from many different users of an Internet domain, you may want to add that domain to your Block List so you don't see anymore of that mail (as described above). However, if there are legitimate senders from that same domain, it will also block their e-mails from being received. The Trust List will allow you to add specific e-mail addresses for people whose mail you always want to appear in your inbox, no matter what is specified in the Block List. As an example, in the last section, mail from the domain 'mail.com' was added to the Block List. If you wanted to receive mail from a specific e-mail address from that domain, such as friend@mail.com, you can add them to your Trust List.

- 1) To start, open up the Junk Mail Handling window. In Groupwise, click on the 'Tools' menu, and select 'Junk Mail Handling.'



2) In the Junk Mail Handling window, select the tab 'Trust List.' Click on the 'New' button, and a window will pop up titled 'New Address or Domain.' Type in the e-mail address to allow (in this example friend@mail.com), and click 'OK.' When finished adding to the 'Trust List,' click on 'OK' to save changes.

