

# How to not forward SPAM from your MSU email account

First log into you MSU account at <http://mail.msu.edu>, and then click on **Preferences** at the top of the screen. First you need to type in 5 in the text box next to “Automatically purge deleted message after”. Now under “SPAM Processing” fill in the dot in front of “Insert “\*\*\*\*\*SPAM\*\*\*\*\*” in...”. Also remove any address from the “Forwarding Address” box then click on the “Update Preferences” button at the bottom of the screen.

**mail.msu.edu** user@msu.edu **Preferences**

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**Folders**    **Compose**    **Preferences**    **Addresses**    **Filters**    **Auto-replies**    **Log Out**

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Display full message headers

Display HTML E-Mail

Do not display flowed text formatted mail.

Do not archive sent messages in the Sent folder.

Automatically purge deleted messages after  days.  
(Set zero to disable autopurge.)

[Change my password](#)

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SPAM Processing:

Disable SPAM processing

  Insert "\*\*\*\*\*SPAM\*\*\*\*\*" in the Subject line (and leave in INBOX)

Move to SPAM folder (SPAM folder will be created if one does not already exist)

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Sanitize my e-mail

Sort messages by:

Messages per page:

Show oldest messages first.

Forwarding Address:

Now click on **Filters** at the top of the screen. In the text box next to “Rule name:” type in Not Spam, next under that fill in the dot in front of “Header:” and choose Subject from the drop down menu. Now off the right choose “doesn’t contain” from the drop down menu and type in \*\*\*\*\*SPAM\*\*\*\*\* in the text box under that. Scroll down to the “Action:” part of the screen and fill in the dot in front of “Forward to:” and type in your law school email address. Now click on the Submit button at the bottom of the screen. Once the page reloads click the “Save all changes” at the top of the screen.

Not Spam  
Spam

Up Down Edit Delete Add

Save all changes

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### Edit/Add mail filter

Rule name:

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Header:  
  
 or
   
 Body  this is a regular expression (a pattern)
   
 Addressed to

Condition:

- Is a plain text message
- Is not a plain text message (HTML, attachments, ...)
- Is a multipart MIME message
- Is not a multipart MIME message
- Message is   bytes

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Save in: 
  
 Forward to:   and continue filtering.

Action:

- Reject with error:
- Send an autoreply: 
  - Use DSN format for autoreplies
  - Suppress duplicate autoreplies for  days

Now we are going to make a second filter, called Spam. In the text box next to “Rule name:” type in Spam, next under that fill in the dot in front of “Header:” and choose Subject from the drop down menu. Now off the right choose “contains” from the drop down menu and type in \*\*\*\*\*SPAM\*\*\*\*\* in the text box under that. Scroll down to the “Action:” part of the screen and fill in the dot in front of “Save in:” and choose Trash from the drop down menu. Now click on the Submit button at the bottom of the screen. Once the page reloads click the “Save all changes” at the top of the screen.

Not Spam  
Spam

Up Down Edit Delete Add

Save all changes

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### Edit/Add mail filter

Rule name:

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Header:    
 or   
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Body  this is a regular expression (a pattern)  
 Addressed to

Condition:

- Is a plain text message
- Is not a plain text message (HTML, attachments, ...)
- Is a multipart MIME message
- Is not a multipart MIME message
- Message is   bytes

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Save in:   and continue filtering.  
 Forward to:

Action:

- Reject with error:
- Send an autoreply: 
  - Use DSN format for autoreplies
  - Suppress duplicate autoreplies for  days

Make sure that the Not Spam filter appears above the Spam filter in the list at the top of the page. If not click once on the Not Spam filter and then click the “Up” button under the list. Then click the “Save all changes” button one more time.

You are now done and it is safe to log out with the button at the top of the screen.