

SpamFilter setup guide

1 How to login

- In the Internet browser navigate to <http://nospam.nwu.ac.za/nospam>

SpamFilter	
Please supply your NWU number and Network password:	
NWU Number:	<input type="text" value="21453256"/>
Network Password:	<input type="password" value="....."/>
<input type="button" value="Submit"/>	



- Use your **NWU#** and **Network password** to login.

2 How to set your Filter Preferences for Incoming email

- Users who are using "aliases" in GroupWise will see more than one address depending on the number of aliases being used. Preferences must be set for each alias individually.

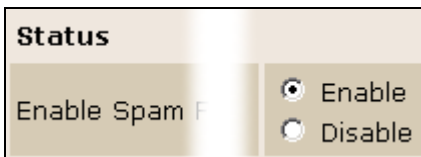
Primary E-mail Address							
Elize.VanDijken@nwu.ac.za	<table border="1"> <tr> <td>Filter Preferences</td> <td>HELP?</td> </tr> <tr> <td>Blacklist</td> <td>HELP?</td> </tr> <tr> <td>Whitelist</td> <td>HELP?</td> </tr> </table>	Filter Preferences	HELP?	Blacklist	HELP?	Whitelist	HELP?
Filter Preferences	HELP?						
Blacklist	HELP?						
Whitelist	HELP?						
Alternate E-mail Addresses							
itbmewd@puk.ac.za	<table border="1"> <tr> <td>Filter Preferences</td> <td>HELP?</td> </tr> <tr> <td>Blacklist</td> <td>HELP?</td> </tr> <tr> <td>Whitelist</td> <td>HELP?</td> </tr> </table>	Filter Preferences	HELP?	Blacklist	HELP?	Whitelist	HELP?
Filter Preferences	HELP?						
Blacklist	HELP?						
Whitelist	HELP?						
10176640@nwu.ac.za	<table border="1"> <tr> <td>Filter Preferences</td> <td>HELP?</td> </tr> <tr> <td>Blacklist</td> <td>HELP?</td> </tr> <tr> <td>Whitelist</td> <td>HELP?</td> </tr> </table>	Filter Preferences	HELP?	Blacklist	HELP?	Whitelist	HELP?
Filter Preferences	HELP?						
Blacklist	HELP?						
Whitelist	HELP?						
Global Preferences (for all your e-mail addresses)							
Size limits HELP?							

- Click the **Filter Preferences** option to set your personal preferences for incoming e-mail. It is quite simple - there are only three adjustments to do.

Primary E-mail Address							
itbzzz@puk.ac.za	<table border="1"> <tr> <td>Filter Preferences</td> <td>HELP?</td> </tr> <tr> <td>Blacklist</td> <td>HELP?</td> </tr> <tr> <td>Whitelist</td> <td>HELP?</td> </tr> </table>	Filter Preferences	HELP?	Blacklist	HELP?	Whitelist	HELP?
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Whitelist	HELP?						
Global Preferences (for all your e-mail addresses)							
Size limits HELP?							

1. Enable Spam Filter / Disable SpamFilter

Choose **Enable** to activate the SpamFilter to route all your incoming email through the filter, and take actions based on the preferences you select below.



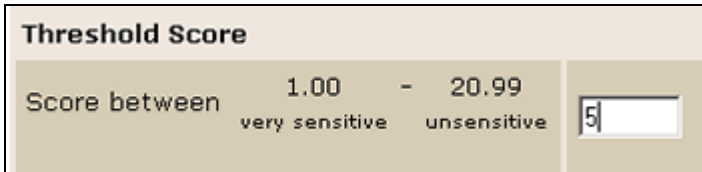
Status

Enable Spam Filter Enable Disable

2. Threshold Score

This value determines the point at which you want the scanning engine to take action on the message, and either tag it as being possible spam, or reject it, depending on the "Action to take" you choose. Messages below this score will be passed through untouched.

A Threshold Score between 5 and 8 is best practice for most people.



Threshold Score

Score between 1.00 - 20.99
very sensitive unsensitive

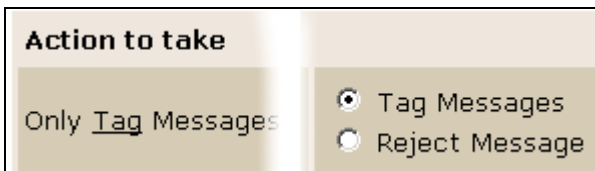
5

***Note:** If the Threshold Score is too low (4 or less), some of your normal email could be classified as spam and be lost!

3. Action to take

Tag Messages: Messages with a score exceeding your Threshold Score will be tagged as spam, and be delivered to your GroupWise mailbox.

Reject Message: Messages with a score exceeding your Threshold Score will be sent back to the sender with a "Message Undeliverable" status report. Rejected messages can't be retrieved, they are unrecoverable. You will have to change the SpamFilter preferences and ask the sender to resend the message.



Action to take

Only Tag Messages Tag Messages Reject Message

- Click the **Apply** button at the bottom of the page.

Original details: Elize van Dijken(10176640) P:\2011 IT Web Information and Docs\2011 SpamFilter\Guide to set your SpamFilter Preferences.docm
1 February 2012

Current details: Chandré Anne Botha(10088458) P:\elize\2012 IT Service Catalogue\Communication&Collaboration\Email&Calendaring\SpamFilterSetupGuide.docm
31 July 2013