How to create a rule to move [SUSPECTED SPAM] messages to Junk Folder

• Login to your webmail and click the **top** icon on the top left (**Figure 1**):

Figure 1



• Next, click on Mail --> Filters --> and then click on CREATE FILTER (Figure 2):

Figure 2

±	8					ā	<u>ح</u> ٿ
Preferences	GENERAL	LABELS	IMAP ACCOUNTS	FILTERS	VACATION	FORWARD	
🔅 General			1				CREATE FILTE
🛱 Calendar							

In filter window, set the Filter name to Move [SUSPECTED SPAM To Junk folder and click the click the click to Add a condition (Figure 3):

Figure 3

Filter name Filter name to Move [SU	ISPECTED SPAM To Junk folder	
For incoming messages that	match all of the following rules	Ŧ
		Add a condition
Perform these actions		Add an action +
		CANCEL OK

Ensure you set the rule to Subject --> contains and set the value to [SUSPECTED SPAM] (Figure 4):

Figure 4

Filter name* Filter name to Move [SUSPECTED SPAM To Junk folder						
For incoming messages that match all of the following rules	1	•				
Subject • contains • [SUSPECTED SPAM]		•				
	Add a condition	•				
Perform these actions						
	Add an action	0				
	CANCEL	ОК				

• Next, click on the <table-cell-rows> icon next to **Add an action** (**Figure 5**):

Figure 5

Filter name* Filter name to	o Move [SUSPECTED	SPAM To Junk folder	1					
For incoming messages that match all of the following rules								
Subject		Value * Value * SUSPECTED SPA 	м] С	•				
			Add a condition 🕂	•				
Perform these ac	tions		Add an action	7				
			CANCEL OK	2				

• Under the **Perform these actions** section, set the action drop-down to **File the message** in and the **Mailbox** drop-down to **Junk** and click the OK button (**Figure 6**):

Figure 6

Filter name Filter name to	Move [SUSPECTED	spam t	o Junk folder				
For incoming messages that match all of the following rules							
Subject	▼ contains	Ŧ	Value* [SUSPECTED SPAM]		•		
				Add a condition	0		
Perform these act	ions N	1ailbox*					
= File the	message in 👻 Ji	unk		Add an action	•		
				CANCEL	ОК		

• Back in the **FILTERS** section, ensure you click on the **I**_icon to save the filter (**Figure 7**):

Figure 7

±	8					Ċ			ő
Preferences	GENE	RAL LABELS	IMAP ACCOUNTS	6 FILTERS	VACATION	FORWARD			
🔅 General	= 🗸	= V Filter name to Move [SUSPECTED SPAM To Junk folder							/ 0
🛅 Calendar								C	RFATE FILTER
=									

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