

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

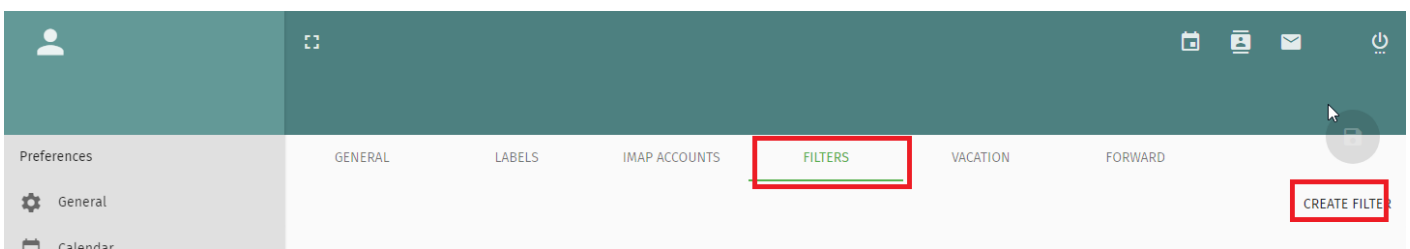
- Login to your webmail and click the  icon on the top left (**Figure 1**):

Figure 1



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

Figure 2





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

Figure 3


Filter name *

Filter name to Move [SUSPECTED SPAM To Junk folder

For incoming messages that match all of the following rules

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

Subject contains [SUSPECTED SPAM] 

Add a condition 

Perform these actions

Add an action 

CANCEL OK

- Next, click on the  icon next to **Add an action** (Figure 5):

Figure 5

Filter name *

Filter name to Move [SUSPECTED SPAM To Junk folder]

For incoming messages that

match all of the following rules

Subject

▼

contains

▼

Value *

[SUSPECTED SPAM]

—

Add a condition

+

Perform these actions

Add an action

+

CANCEL

OK

- 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 To Junk folder]

For incoming messages that match all of the following rules

Subject contains [SUSPECTED SPAM]

Add a condition +

Perform these actions

= File the message in Junk

Add an action +

CANCEL OK


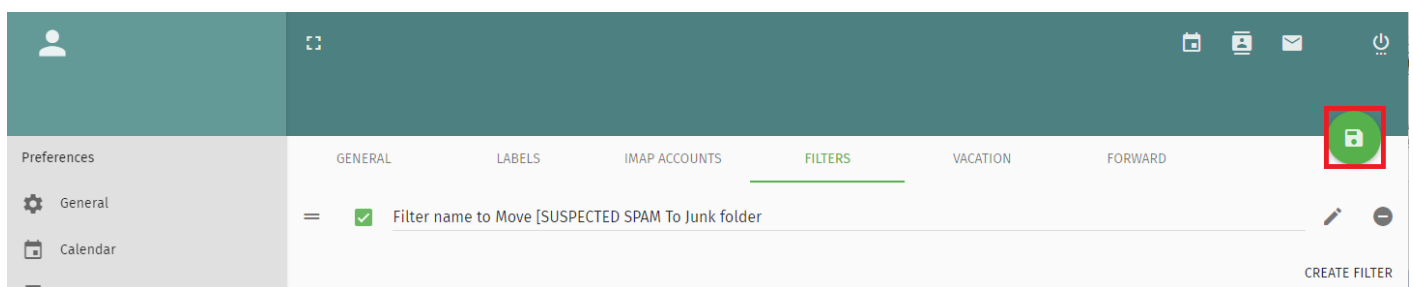
- Back in the **FILTERS** section, ensure you click on the  icon to save the filter (**Figure 7**):

Figure 7



Revision #3

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