

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

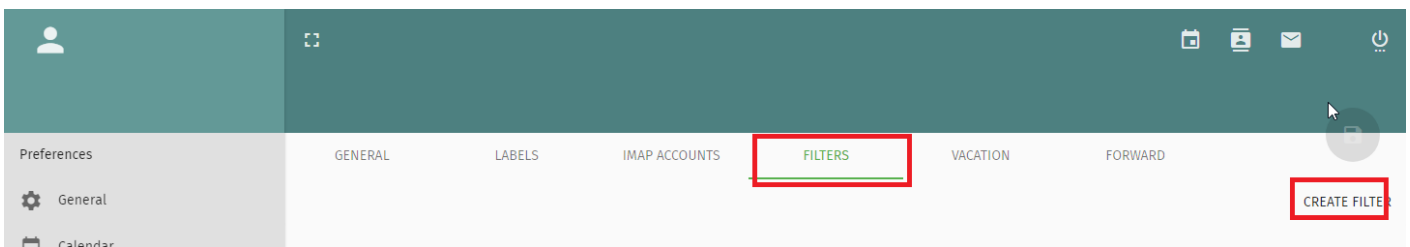
- Login to your webmail and click the  icon on the top left (**Figure 1**):


**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

Value \*  
[SUSPECTED SPAM]

-

Add a condition
+

Perform these actions

=

File the message in


Mailbox \*  
Junk

-

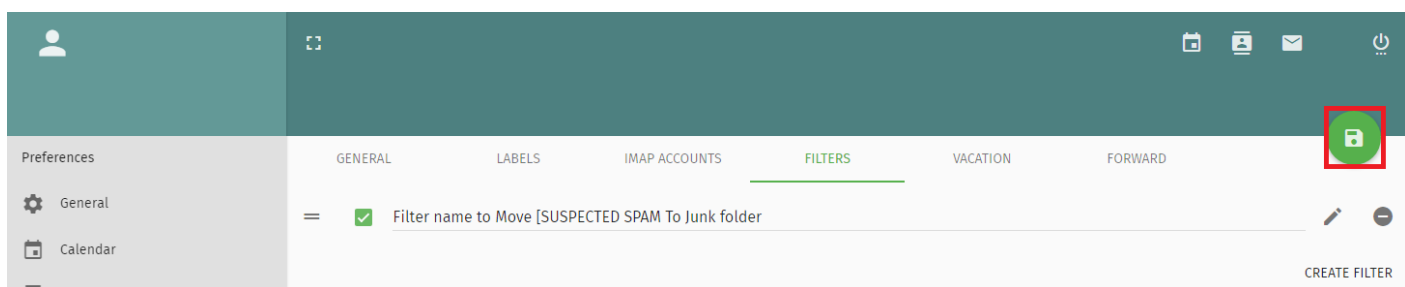
Add an action
+

CANCEL

OK

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

**Figure 7**



Revision #3

Created 24 August 2021 14:01:06 by Dino Edwards

Updated 24 August 2021 15:20:56 by Dino Edwards