

# GroupWise 6.5 Junk Mail Handling

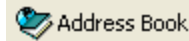
12/06/04, Instructions by ITD Lab, x7471

Notes:

## Setting up the Address book:

1. **Open and login to GroupWise 6.5.**

2. Click the **Address Book icon.**



3. On the left side of the Address Book Window is a list of Address Book Categories. Novell GroupWise Address Book, Novell LDAP Address Book and Frequent Contacts are Categories specific to SVSU and GroupWise.

4. **Right-click Frequent Contacts and choose Properties.** Choose the **Options** tab from the Frequent Contacts Properties Window. See sample window below.

- Check the Auto-Saving on radio button.
- **Important** - Remove all checkmarks from:
  - Save addresses of items that are received
  - From external sources (Internet)
  - From internal sources
  - To internal sources
- Choose to automatically Delete addresses not referenced within a time period if you wish. This will not affect the function of the Junk Mail Handler.

5. Click **OK**

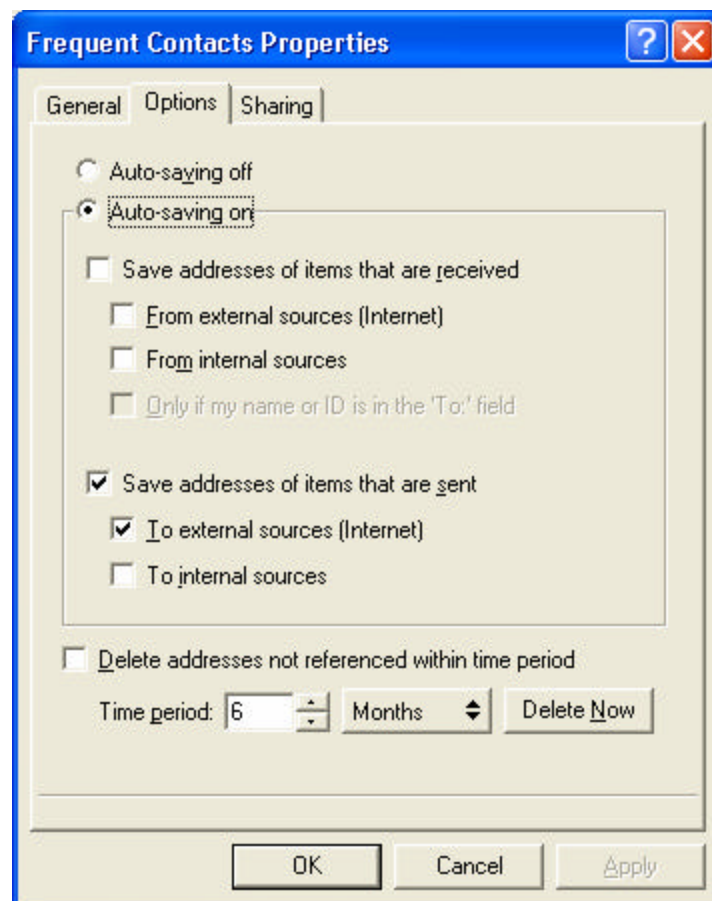
6. **File -> Exit** the Address Book



Remove all

checkmarks from:

- Save addresses of items that are received
- From external sources (Internet)
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Notes:

### Turning Junk Mail Handling On:

7. Change to **Mailbox** view if necessary.
8. **Right-click any Email** message and choose **Junk Mail -> Junk Mail Handling...**
9. Choose the Settings tab.
10. **Check** the second check box labeled **Enable Junk Mail using personal address books**.
11. Note the other tabs in the Junk Mail Handling Window:
  - Junk List - List of addresses that have been defined as junk.
  - Block List - List of addresses that have been blocked.
  - Trust List - List of addresses that have been defined as trusted.
12. Choose the **Settings** tab again. You may also choose to Enable the Junk List, Delete items in the Junk Mail Folder after a predetermined amount of days, or Enable the Block List. Please Read the following section to learn how to define addresses as Junk, Blocked or Trusted.

### Defining Addresses as Junk, Blocked or Trusted:

13. When an address is not listed in your personal address books and the Junk Mail Handler is turned on, the “unknown” addresses will appear on a Junk Mail folder. Addresses in this folder can be defined as Junk, Blocked or Trusted, or they can simply be deleted.
14. To define an address, **Right-click an address filed in the Junk Mail** folder and choose **Junk Mail**.
15. From here, define the address as:
  - **Trust sender** - even if the address is not located in a personal address book, the address will be delivered to the Mailbox when it is received. The option will be available when choosing to Trust sender to either trust only this address or to trust all addresses from the internet domain. SVSU’s domain is “@svsu.edu”. Take care, if selecting this option, to not accidentally trust domains that may be high distributors of SPAM, i.e. yahoo, hotmail, etc.
  - **Junk sender** - the address will be delivered to the Junk Mail folder for your future review.
  - **Block sender** - no message will be delivered from this address.
16. **Deleting** the message will move the message to the Trash where it can be removed without selecting any of the options above.

### Re-defining a Previously Junk, Blocked or Trusted Address:

1. If you would like to move an address that has been blocked to the Trust List or from the Trust List to the Block List, etc: Change to **Mailbox** view if necessary.
2. **Right-click any Email** message and choose **Junk Mail -> Junk Mail Handling...**
3. **Select one of these tabs:** Junk List, Block List, Trust List
4. **Select the address** you would like to redefine from the list.
5. At the top right of the Junk Mail Handling window, **choose to Move to Junk, Move to Block or Move to Trust**.