1) The preferred tool for this is **Webmail**. Log in to Webmail through the appropriate URL:

**Employees, Retirees, Trustees:**
http://borg.oakton.edu/webmail

**Enrolled Students with Activated Oakton Email Accounts:**
http://romulan.oakton.edu/webmail

2) Click **Filters** near the top of the screen; Click **Add New Rule**:
3) Choose **Header Match** (this is the default); Click **Move On to Step 2**:
4) Select **X-Barracuda-Spam-Status** from the first header drop-down list; Type the word **Yes** in the text box immediately below **X-Barracuda-Spam-Status**; Click **Move On to Step 3**:
5) Select **Move Message Into**
Select **An Existing Folder** and choose a folder from the drop-down list, or
Select **A New Folder, Named** and provide a name for the new folder you wish to create.
(in this example, we chose **An Existing Folder** and selected the folder named `spam` from the drop-down list)
Click **Move On to Step 4**:
6) Click **Finished**:
7) Click **Save Changes**:

8) Your **Sieve Filter** is now set up.