

Creating a Global (aka Sieve) Filter to Process Email Tagged as Spam

created Sept 2006

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

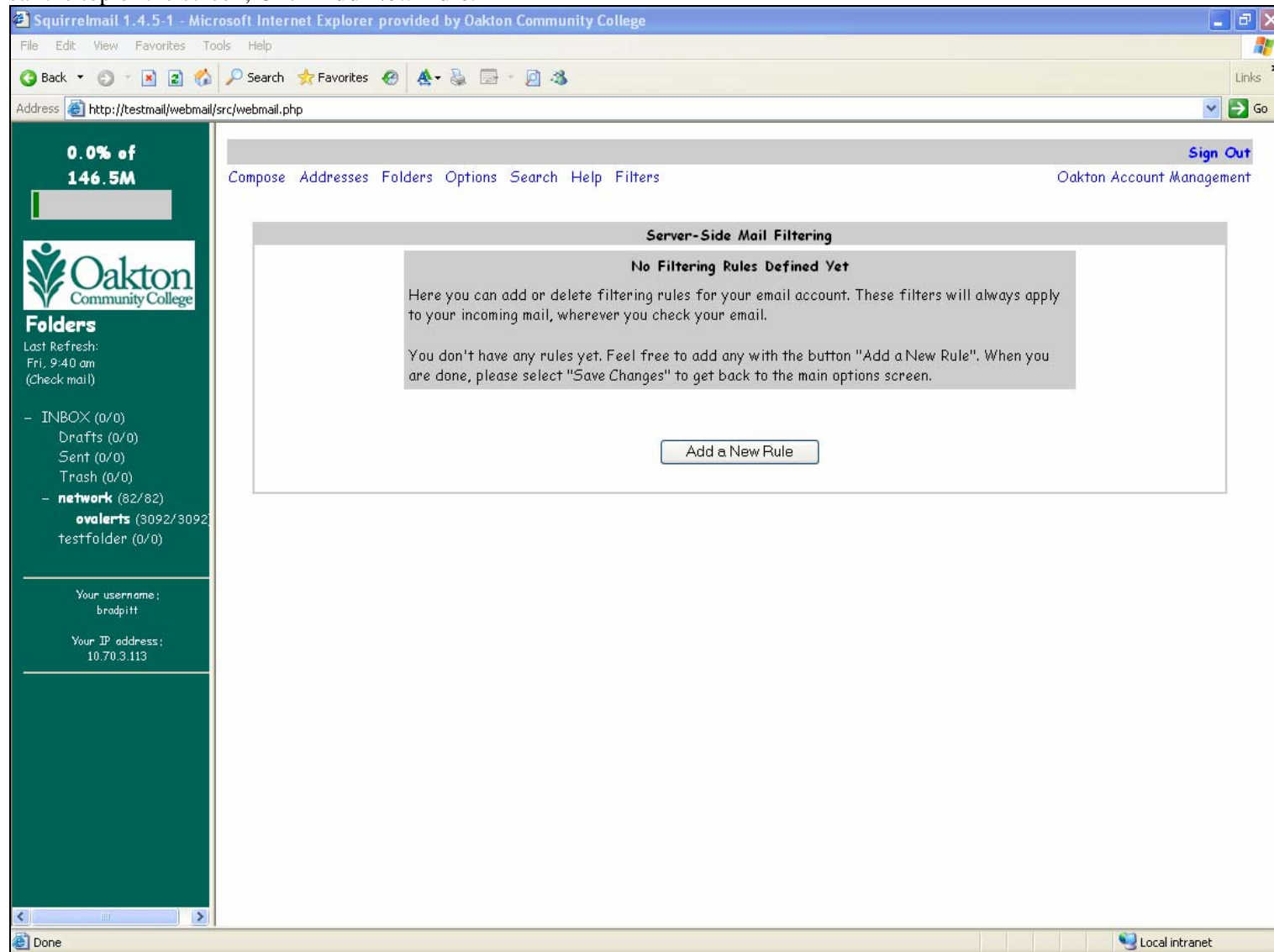
Employees, Retirees, Trustees:

<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**:



The screenshot shows a web browser window titled "Squirrelmail 1.4.5-1 - Microsoft Internet Explorer provided by Oakton Community College". The address bar shows "http://testmail/webmail/src/webmail.php". The page content includes a navigation menu with "Compose", "Addresses", "Folders", "Options", "Search", "Help", and "Filters". A "Sign Out" link and "Oakton Account Management" are also visible. The main content area is titled "Server-Side Mail Filtering" and contains a message: "No Filtering Rules Defined Yet". Below this message is a button labeled "Add a New Rule". The left sidebar shows a progress bar at "0.0% of 146.5M", the Oakton Community College logo, and a list of folders: INBOX (0/0), Drafts (0/0), Sent (0/0), Trash (0/0), network (82/82), ovalerts (3092/3092), and testfolder (0/0). At the bottom, it displays "Your username: brodpitt" and "Your IP address: 10.70.3.113".

3) Choose **Header Match** (this is the default); Click **Move On to Step 2**:

The screenshot shows a web browser window titled "Squirrelmail 1.4.5-1 - Microsoft Internet Explorer provided by Oakton Community College". The address bar shows "http://testmail/webmail/src/webmail.php". The main content area displays the "Server-Side Mail Filtering - Add New Rule" wizard, specifically "Step 1 of 4: Rule Type". The wizard asks "What kind of rule would you like to add?" and offers three options: "Header Match" (selected), "Size", and "All Messages". Below the options are buttons for "Clear this Form", "Cancel", and "Move on to step 2 >>".

0.0% of 146.5M

Oakton Community College

Folders
Last Refresh: Fri, 9:40 am (Check mail)

- INBOX (0/0)
 - Drafts (0/0)
 - Sent (0/0)
 - Trash (0/0)
- **network** (82/82)
 - ovalerts** (3092/3092)
 - testfolder (0/0)

Your username: brodpitt
Your IP address: 10.70.3.113

Compose Addresses Folders Options Search Help Filters

Sign Out
Oakton Account Management

Server-Side Mail Filtering - Add New Rule

New Rule Wizard - Step 1 of 4: Rule Type

What kind of rule would you like to add?

- Header Match
Perform an action on messages matching a specified header (From, To etc.).
- Size
Perform an action on messages depending on their size.
- All Messages
Perform an action on **all** incoming messages.

Clear this Form Cancel
Move on to step 2 >>

Done Local intranet

- 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**:

Squirrelmail 1.4.5-1 - Microsoft Internet Explorer provided by Oakton Community College

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Links

Address http://testmail/webmail/src/webmail.php Go

0.0% of 146.5M

Oakton Community College

Folders

Last Refresh: Fri, 9:47 am (Check mail)

- INBOX (0/0)
- Drafts (0/0)
- Sent (0/0)
- Trash (0/0)
- **network** (82/82)
- **ovalerts** (3092/3092)
- testfolder (0/0)

Your username: bradpitt

Your IP address: 10.70.3.113

Sign Out

Compose Addresses Folders Options Search Help Filters

Oakton Account Management

Server-Side Mail Filtering - Add New Rule

New Rule Wizard - Step 2 of 4: Condition

The condition for the following rules is: AND (Every item must match)

- The header X-Barracuda-Spam-Status: contains yes
- The header To: or Cc: contains
- The header To: or Cc: contains

Less... More...

Clear this Form Start Over Cancel

Move on to step 3 >>

Done Local intranet

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:**

Squirrelmail 1.4.5-1 - Microsoft Internet Explorer provided by Oakton Community College

File Edit View Favorites Tools Help

0.0% of 146.5M

Oakton Community College

Folders
Last Refresh: Fri, 9:54 am (Check mail)

- INBOX (0/0)
 - Drafts (0/0)
 - Sent (0/0)
 - Trash (0/0)
 - spam (0/0)
- network (02/02)
 - ovalerts (3092/3092)
 - testfolder (0/0)

Your username: bndpitt
Your IP address: 10.70.3.113

Server-Side Mail Filtering - Add New Rule

New Rule Wizard - Step 3 of 4: Action

Choose what to do when this rule triggers, from one of the following:

- Keep (Default action)
- Discard Silently
- Reject, sending this excuse to the sender:
- Redirect to the following email address:

 Keep a local copy as well.
- Move message into
 - the existing folder created as a subfolder of
 - a new folder, named created as a subfolder of
 - Also keep copy in INBOX, marked as deleted.
- "Vacation": The notice will be sent only once to each person that sends you mail, and will not be sent to a mailing list address.
Addresses: Only reply if sent to these addresses (Addresses must be separated by commas):

Days: Reply message will be resent after days
Use the following message:

Additional Actions

- STOP** If this rule matches, do not check any rules after it.
- Notify me, using the following method:
Destination:
Priority:
Message:
Help: Valid variables are: \$from\$, \$env-from\$, \$subject\$

Clear this Form Start Over Cancel
Move on to step 4 >>

6) Click **Finished**:

Squirrelmail 1.4.5-1 - Microsoft Internet Explorer provided by Oakton Community College

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

0.0% of 146.5M

Oakton Community College

Folders
Last Refresh: Fri, 10:35 am (Check mail)

- INBOX (0/0)
- Drafts (0/0)
- Sent (0/0)
- Trash (0/0)
- spam (0/0)
- network (62/82)
- ovalerts** (3092/3092)
- testfolder (0/0)

Your username: bradpitt
Your IP address: 10.70.3.113

Compose Addresses Folders Options Search Help Filters [Sign Out](#) Oakton Account Management

Server-Side Mail Filtering - Add New Rule

New Rule Wizard - Step 4 of 4: Confirmation

Your new rule states:

If the header "X-Barracuda-Spam-Status" contains "yes", then file it into the folder INBOX.spam.

If this is what you wanted, select Finished. You can also start over or cancel adding a rule altogether.

Clear this Form Start Over Cancel

Finished

7) Click **Save Changes**:

The screenshot shows the Squirrelmail 1.4.5-1 web interface in a Microsoft Internet Explorer browser window. The browser title is "Squirrelmail 1.4.5-1 - Microsoft Internet Explorer provided by Oakton Community College". The interface includes a top navigation bar with "Compose", "Addresses", "Folders", "Options", "Search", "Help", and "Filters". On the right, there are links for "Sign Out" and "Oakton Account Management".



The main content area is titled "Server-Side Mail Filtering - Current Mail Filtering Rules". It contains the following text:

Here you can add or delete filtering rules for your email account. These filters will always apply to your incoming mail, wherever you check your email.

When you are done with editing, **remember to select "Save Changes"** to activate your changes!

Successfully added new rule.

The following table summarizes your current mail filtering rules.

No	Description of Rule (Display as: <i>verbose terse</i>)	Options
1	<input type="checkbox"/> If the header "X-Barracuda-Spam-Status" contains "yes", then file it into the folder INBOX.spam .	 

Buttons: "Delete Selected" and "Add a New Rule".

When you are done, please click the button below to return to your webmail.

Save Changes

The left sidebar shows a progress indicator "0.0% of 146.5M" and the Oakton Community College logo. Below the logo is a "Folders" section with a "Last Refresh" time of "Fri, 10:36 am (Check mail)". The folder list includes:

- INBOX (0/0)
- Drafts (0/0)
- Sent (0/0)
- Trash (0/0)
- spam (0/0)
- network (82/82)
- alerts** (3092/3092)
- testfolder (0/0)

At the bottom of the sidebar, it displays "Your username: bradpitt" and "Your IP address: 10.70.3.113".

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