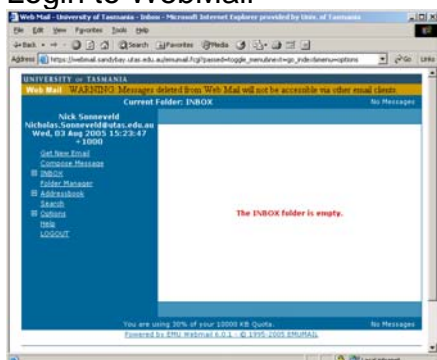


# Webmail Spam Filter

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## 1. Login to WebMail



New mail marked as spam should be automatically filtered into the “@Spam” folder next time you login.

Make sure you check your spam folder periodically to empty it (spam counts towards your quota) and to ensure there are no false-positives (emails marked as spam but you wish to keep).

## 2. From the side bar, click **Folder Manager**

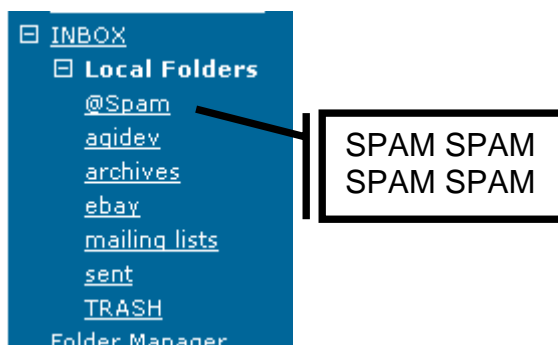
## 3. In Folder Manager, click **Add New Folder**

## 4. Create a new folder called “@Spam” and then press **Save**

Please complete the field(s) below, then click "Save".

Folder Name:

(there's nothing special about this name. The @ symbol will force it to appear first in the list of folders)



## 5. From the side bar, click **Options**

## 6. In Options, click “Account Info”

**Account Info**  
Change your p  
as your name,  
more.

## 7. Enable the spam filter and select the folder “@Spam”.

Filter spam to folder  when download

## 8. Press **Save**