Webmail Spam Filter
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1. Login to WebMail

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: @Spam

   Save Cancel

   (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”

7. Enable the spam filter and select the folder "@Spam".

   Filter spam to folder @Spam when download

8. Press Save

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).