

FirstClass Mail Rules

The FirstClass client version 7.1 allows mail handling (or filtering). Each user can create specific rules using the FirstClass client in order to deal with SPAM or manipulate email in a number of ways.

This email will focus on SPAM (recently sent on campus) and provide a starting point for those who want to prevent SPAM from coming to their mailbox.

Note: In order to use the rules feature, you **must** have the FirstClass client version 7.1. (if you are unsure which version you have, click on the Help menu and select About FirstClass client). [Click here to download client.](#)

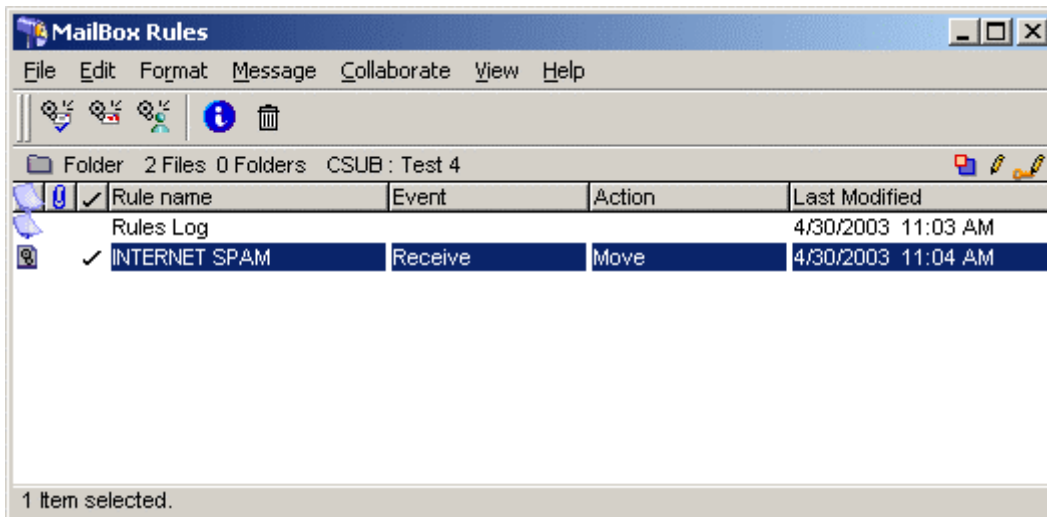
To get started:

1. Go to your FirstClass **Mailbox window** and create a new folder, name the folder Spam , then click Save.

Note: to name a folder on a PC: right-click on the folder and select Properties, for Mac: Control-click on the folder and select Get Info and type the name in Name box.

2. Open your Mail Rules folder by clicking on the Collaborate menu and selecting Rules (if it's "grayed out", make sure you do this step from your Mailbox window with the mailbox icon highlighted).

3. Drag (and drop) the attachment from this email (called INTERNET SPAM) **into your Mailbox Rules folder** window so that it appears as shown below.



4. Open (double-click on it) the INTERNET SPAM rule you just copied, it will appear as shown in the picture below. Click the Save button to link it to your Spam folder. Now test it by sending yourself an email with one of the key words in the body of your email.

(Note: The picture below is the "Advanced Rule Form")

INTERNET SPAM : CSUB

File Edit Format Message Collaborate View Admin Help

Name: Enabled

When: Warning: Changing the rule trigger will result in the loss of all current actions.

If: of the following criteria match. + -

The body	contains	"World's Smallest Digital"
The body	contains	enlargement
The body	contains	.creativityworkshop.com
The body	contains	attract that special someone
The body	contains	sex
The body	contains	for one easy payment
The body	contains	money back guarantee
The subject	contains	our toner price list
The body	contains	porn

Then: + -

File in folder Specified must be a subcontainer of the object on which this rule acts, and exist before you save this rule.

Attachment:

Cancel Save

The attached filter is based off of the recent flood of SPAM and contains one key word (or phrase) from several of the emails received, you may have more. Note: the picture (above) shows 9 entries (IF: statements), the maximum is 25 per rule; create a new rule when needed.

Filtering via Content

In the rule above, FirstClass will "look" at the body of all incoming mail (to your account) and, if there is a match, it will move new mail to the Spam folder.

For Example, the attached filter will look for the phrase "World's Smallest Digital". It will not act on incoming mail if the email only contains "World's Smallest", it must be the entire phrase. Filters are NOT case sensitive!

This INTERNET SPAM rule can be updated! If you get a more SPAM tomorrow, you need to open the SPAM email, find a key word (not typically found in your everyday mail) and add that word to this filter (or create a completely new filter if you prefer).

To add a new key word to the INTERNET SPAM filter, open it (if not already) and click on the plus (+) sign at right of the IF statement (shown below). (The minus(-) sign will remove a highlighted entry).

if: of the following criteria match.

Clicking on the + sign will add a new field in which to enter a new filter condition. Click on the down arrow of the left-most box you just added and select "The body", then select the middle box and choose "contains", then to the right box and type the key word or phrase you want to add, then click **Save** when you are done editing.

Note: You can and should edit the attached rule as needed, edit key words, remove an entry, it's entirely up to you to customize to your specific needs.

Suggested Don'ts

- Do not leave a partial condition as this could move valid mail to the Spam folder (as shown below).



The body

- Do not use short words with out putting a space before and after it. Key words such as "hot" need a space before and after it so that it's not mistaken for the word "**shot**" (shown below).



The body

- Do not set a rule to Delete Silently (in the THEN: statement) unless you are absolutely sure that your rule catches only SPAM. **The purpose for the Spam folder** is so that you can check it to see if valid email was caught by your filter (and drag the email(s) to your mailbox if you want it).

Check the Spam folder daily (at first) to make certain valid mail is not moved to it. No red flag will appear when mail is moved to the Spam folder.

Again this is just a starting point. More detailed information will be distributed soon, covering the different types of rules and how to set them up.

Workshops! Workshops specifically for creating rules will be held this month (to be announced soon) for those who want to become more familiar with the process and have questions answered.

If you have any questions, please contact the Help Desk at x2307.

IRTS