

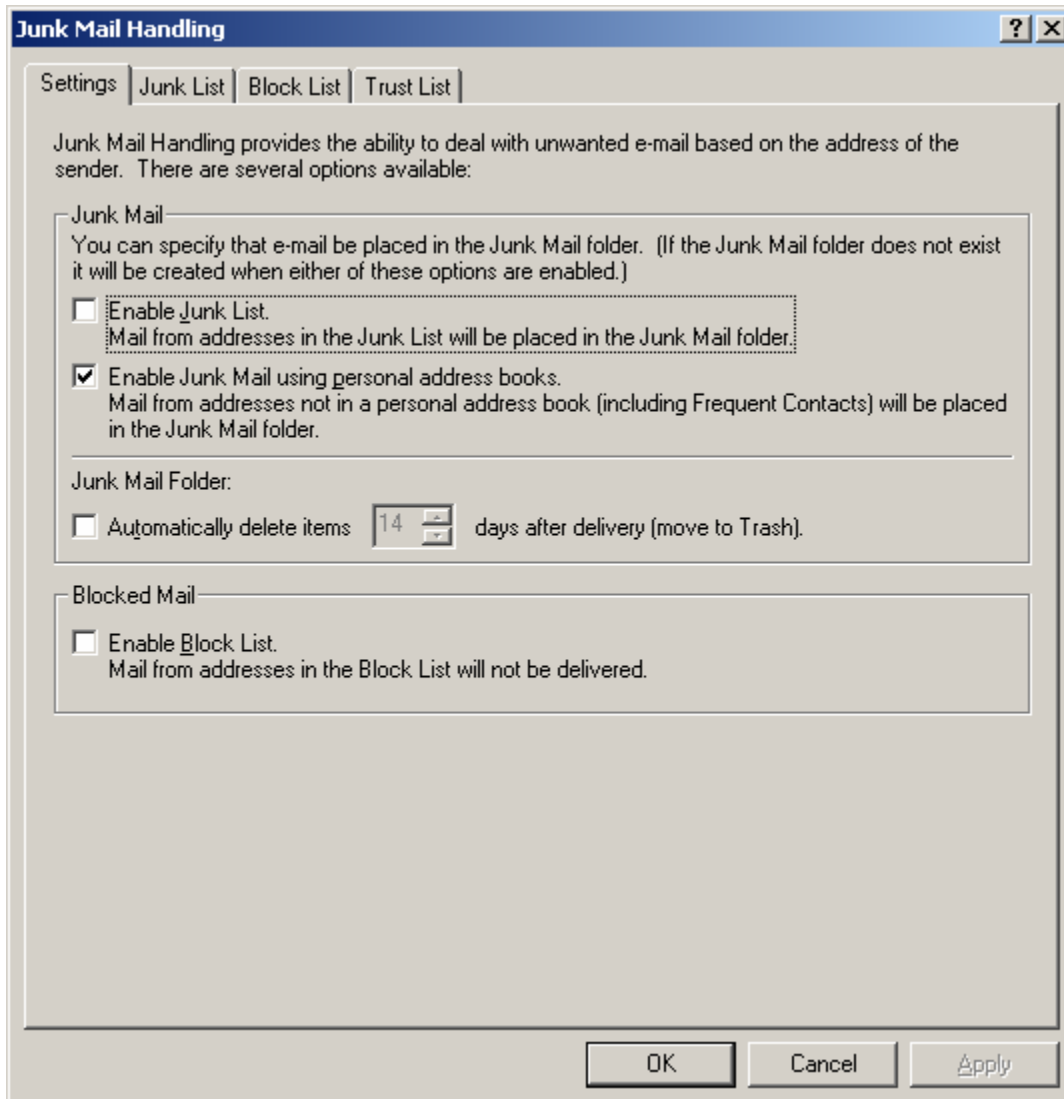
Junk Mail Handling in GroupWise 6.5

GroupWise 6.5 provides Junk Mail Handling to deal with unwanted messages, including spam. Junk Mail Handling takes action on unwanted messages based on the e-mail address of the sender. You can set up Junk Mail Handling to automatically move messages from specific senders to a Junk Mail folder and to block messages from other senders from ever reaching your Mailbox in the first place. You can also create a Trust List of senders from whom you will always accept messages. (Check the GroupWise Help under Help > Contents > How do I > Handle Junk Mail)

So I started writing this instruction set and decided it was WAY TO CONFUSING. Here's the crib sheet for the configuration I'm using:

In GroupWise:

Click Tools > Junk Mail Handling...

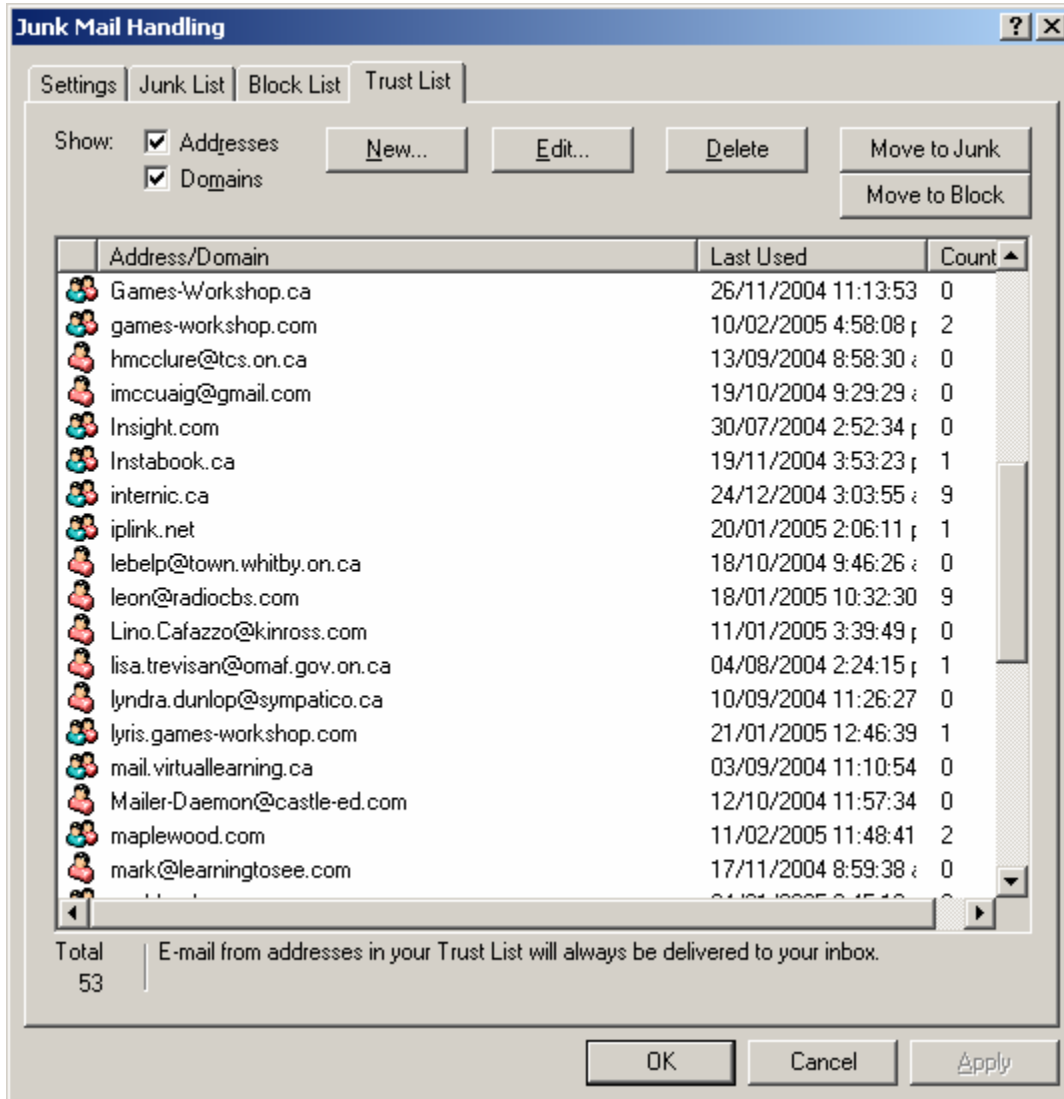


Put a checkmark next to “Enable Junk Mail using personal address books.”

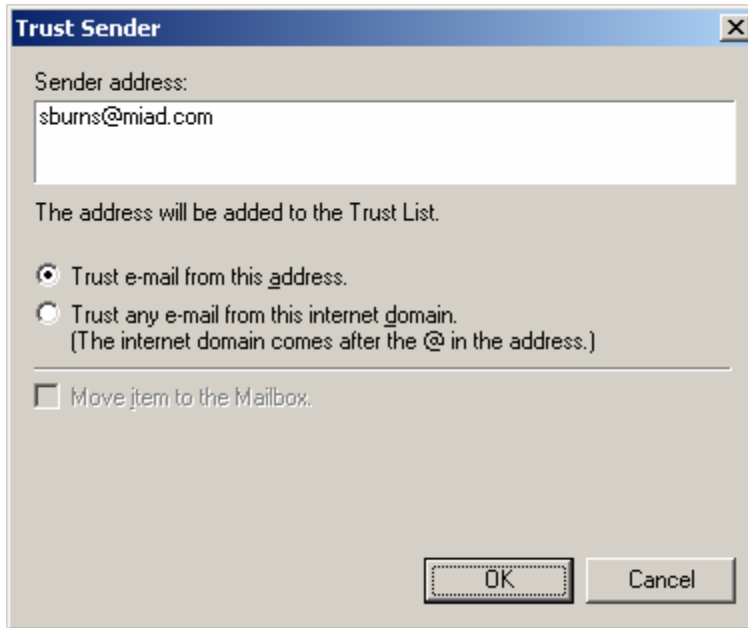
Why? This will ensure that you get mail from people you have e-mailed or replied to.

My Junk and Block Lists are EMPTY. Why? Because I get could get e-mail from anywhere on the planet from any domain, and spammers usually use randomly generated addresses that are usually not the same twice. I let it all go to my Junk Mail folder and review it there.

I also use the "Trust List". This ensures I get e-mail from domains I know are good and from e-mail lists to which I belong.

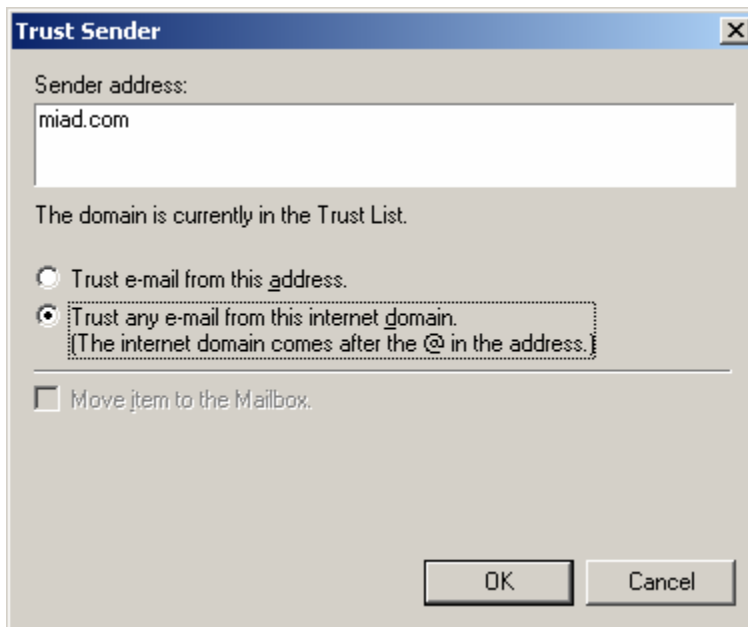


So, every day when I review my Junk Mail folder I can add senders to my trust list by right-clicking on the address and choosing "Trust sender..." No, you don't have to go and make a trust list right now. You can make your list on the fly...



I can either trust the ONE SENDER – like Simon in the above example...

OR



Trust everyone at miad.com... Which I know is a “good” domain.

Now don't go trusting “hotmail.com”, “yahoo.com” or silly places like that. Trust individual senders in those cases.

You must review your “Junk Mail” folder on a regular basis (daily!) You can empty your Junk mail folder by right-clicking on it to delete all messages in it. Those messages do NOT go to your Trash – they are gone forever.