

Using Personal Spam settings

Please note that the Personal Spam Settings web pages were updated in June of 2012 and some of the features now operate differently. The information below describes the updated version of these web pages.

To access the Personal Spam Settings web pages please go to: <https://www.brocku.ca/information-technology/email/antispam/>. The page show below will be displayed. Log in using your CAMPUS ID and password.

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https://www.brocku.ca/information-technology/email/antispam/

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Authentication Required

Username:

Password:

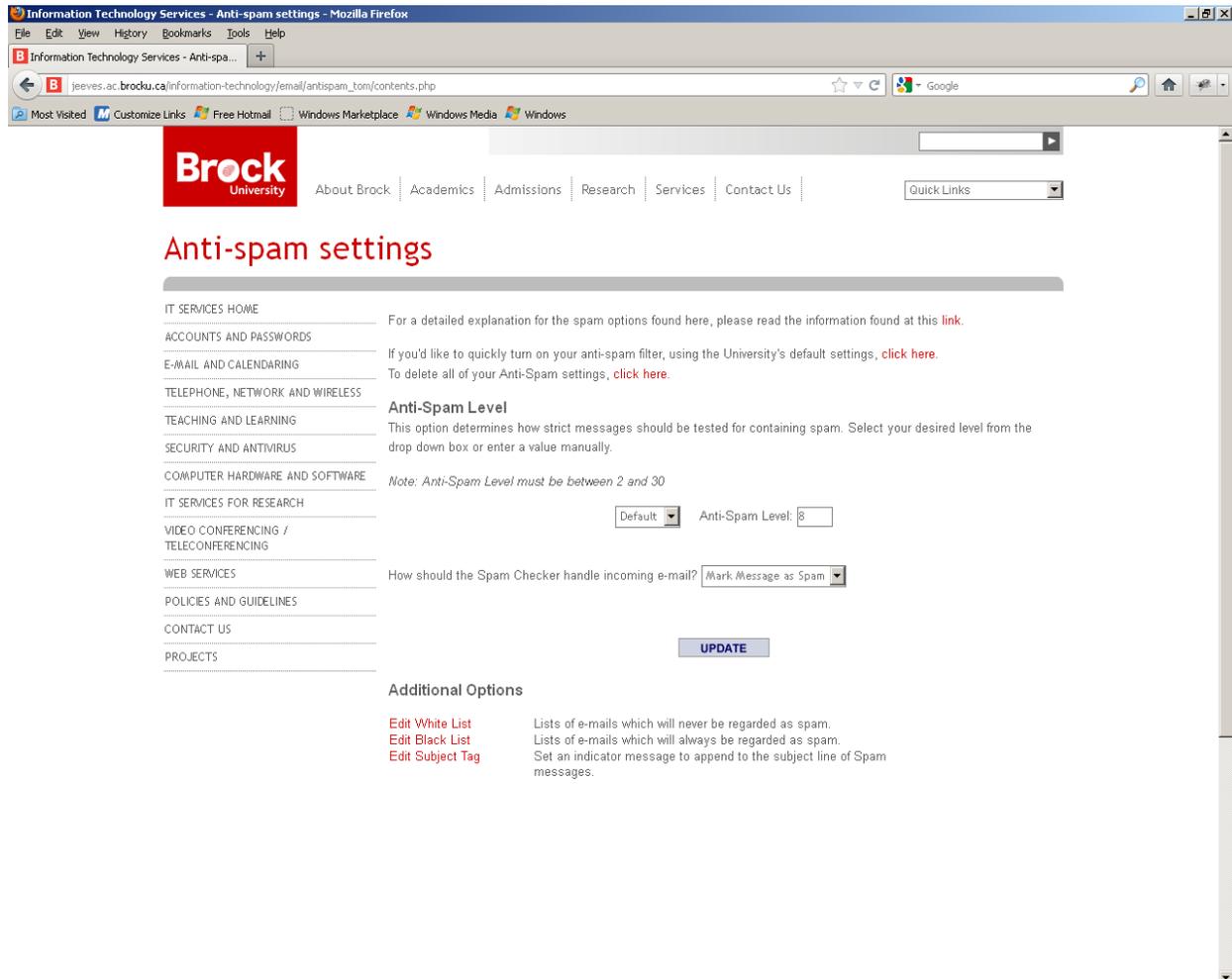
NOTE: If you have multiple email accounts with the same username, you can log in to this site using any one of them. Spam settings will apply to all accounts using the username you logged in as.

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Once you have logged in successfully the page below will be displayed.



On this page you can set your personal anti-spam level (or required score). Each e-mail that reaches the content filtering portion of the spam filter is assigned a score based upon which rules in the filter match the message, any message that receives a score that is greater than or equal to the spam level of the recipient is considered to be spam. You can set your spam level between 2 (very aggressive). to 30 (almost any mail will be

allowed through). The default level is 5. Choosing a spam level less than 5 will reduce the amount of unidentified spam you receive, however, it can also cause legitimate message to be treated as spam. Conversely, setting a higher spam level will reduce the chance of mis-identifying legitimate message at the risk of accepting spam messages as legitimate.

The 'How should the Spam Checker handle incoming e-mail?' drop down box allows each e-mail user to specify what the spam filter is to do with messages that are identified as spam (i.e. having a computed spam score greater than or equal to the user's spam level). There are three options available:

- Do nothing – In this case the spam filter will treat the message as if it is not spam and deliver it to the recipient with no visible indication that the message has been identified as spam (the message headers will contain spam score information but these are not displayed automatically by most mail clients). In this case it is up to the e-mail user to determine whether they consider the message spam or not.
- Mark Message As Spam – This choice is the default and allows e-mail users the most flexibility. The spam filter will add a tag string to the beginning of each message's subject line that has a computed spam score greater than or equal to the e-mail user's selected level, indicating that the message is probably spam, and then delivers the message to the e-mail user. This allows the e-mail user to make the final determination of what messages are actually spam without risking the loss of legitimate mail while giving a visual indication that the message is probably spam.
- Block All Spam Messages – This is the most aggressive action for the spam filter to take. When a e-mail user

selects this option, any messages that have a computed spam score greater than or equal to the e-mail user's chosen level, the message is discarded without any notification to the e-mail user to whom it was addressed. The original sender of the message will receive a message from the Brock University spam filter indicating that the message was rejected as possible spam and some information on alternative methods of delivering the message, if it is not spam.

Once all changes on this page are complete , you must click the 'Update' button to save them.

The 'Additional Options' section provides access to web pages that allow e-mail users to change their personal whitelist, personal blacklist and the subject tag used with the 'Mark All Messages As Spam' action described above. These option pages are described below.

[Edit Whitelist Page](#)

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jееves.ac.brocku.ca/information-technology/email/antispam_tom/whitelist.php

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Always receive messages from the following list of addresses:

Add to Whitelist

(Examples: johndoe@broku.ca or *@broku.ca)

ADD

Whitelist (FROM Field)

REMOVE

IMPORTANT: You must hit *Submit* in order to have any changes you made accepted.

SUBMIT

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The 'Edit Whitelist' page allows e-mail users to maintain their personal whitelists. The current personal whitelist is displayed in the list on the right side of the page. When the 'from' address of a message matches an entry in your personal whitelist, it will always be delivered to you provided that 1) there is no personal blacklist entry that also matches the 'from' address and 2) the message has successfully passed all spam checks prior to the processing of your personal whitelist information.

To add an entry to you whitelist, type the full e-mail address of the sender in the 'Add to Whitelist' field and then click the 'Add' button. Alternatively, if an entire domain of e-mail addresses is to be whitelisted, it can be entered as '*@mail.domain' in the 'Add to Whitelist' field and press the 'Add' button. The list can contain several hundred entries (the exact number will depend upon the length of each entry in the list).

To remove an entry from the whitelist, click on that entry in the list (scrolling if necessary to find it) and then click the 'Remove' button.

Once all changes have been made, click the 'SUBMIT' button to save all changes.

Click on the 'Back to Anti-spam Menu' link to return to the list of options.

Edit Blacklist

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jееves.ac.brocku.ca/information-technology/email/antispa.../blacklist.php

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Never allow e-mail from the following list of addresses:

Add to Blacklist

(Example: johndoe@broku.ca)

ADD

Blacklist

REMOVE

IMPORTANT: You must hit *Submit* in order to have any changes you made accepted.

SUBMIT

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On the 'Edit Blacklist' page, an e-mail user can view or change the list of e-mail addresses that will always be blocked by the spam filter for that user, no matter what message content filter rules might apply to the message. A list of the e-mail addresses currently in a user's personal blacklist is shown on the right side of the page. The original sender of a message that is blacklisted based on a personal blacklist entry will receive a message from the server sending that message to one of Brock University's servers with the status message 'Blacklisted'.

To add an e-mail address to the blacklist, type the complete address in the 'Add to Blacklist' field and click the 'Add' button. The entered address will be added to the list on the right side of the page.

To remove an entry from the list click on the entry in the list (scrolling if necessary) and click the 'Remove' button.

Once all changes have been made to the blacklist, click the 'SUBMT' button to save the changes.

Click on the 'Back to Anti-spam Menu' link to return to the list of options.

Edit Subject Tag

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jeeves.ac.brocku.ca/information-technology/email/antispa... subject.php

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Editing the "Spam Indicator Message" box causes the *subject* of any e-mail recognized as being spam to be prepended with the value you enter. For example, if an e-mail sent to you with a subject line "Read This" is detected as being spam, and you enter "**** SPAM ****" in the "Spam Indicator Message" box below, the subject of the message would be changed to "**** SPAM **** Read This!"

Spam Indicator Message:

SUBMIT

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The 'Edit Subject Tag' page allows e-mail users to change the text that is added to the subject line of e-mail messages that are

identified as possible spam by the spam filter when the 'Mark All Messages As Spam' action is selected. The default tag is '*****SPAM*****' and is adequate for most users. If it is necessary to change this tag, type the new tag in the 'Subject tag' field and press the 'SUBMIT' button to save the change. Make sure that the new tag is distinctive and easily identifiable in the subject line.

Click on the 'Back to Anti-spam Menu' link to return to the list of options.