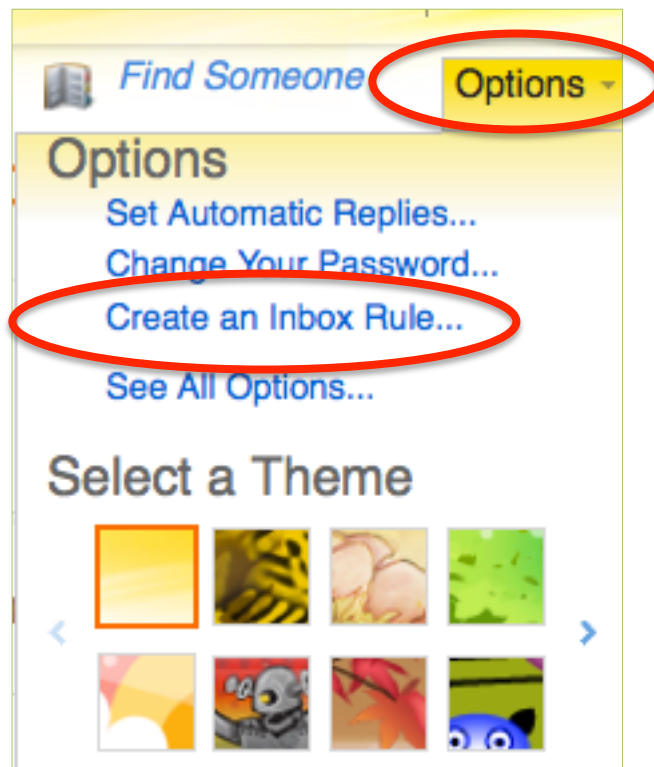


## Adding a Spam Filtering Rule to OWA

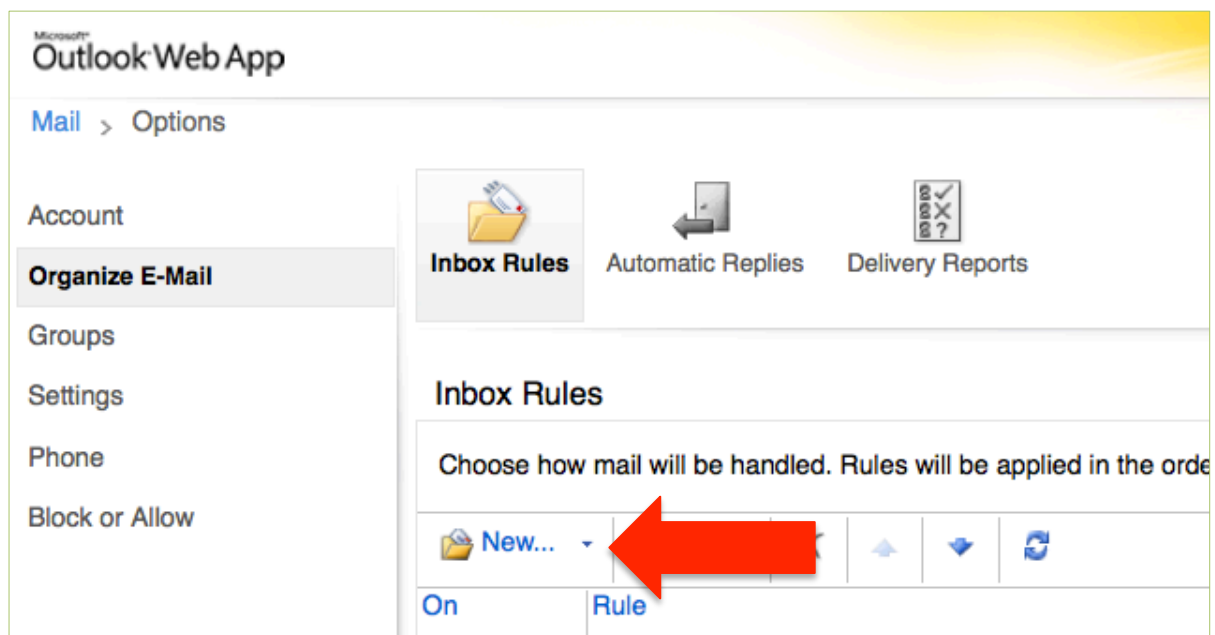
1. Using a web browser such as Internet Explorer, Firefox, Safari, or Chrome
  - a. Go to the MacMail login page at <https://macmail.mcmaster.ca>
  - b. Ensure that you are not logging in to the light version of OWA – if necessary, uncheck the box circled below

- c. Log in to MacMail

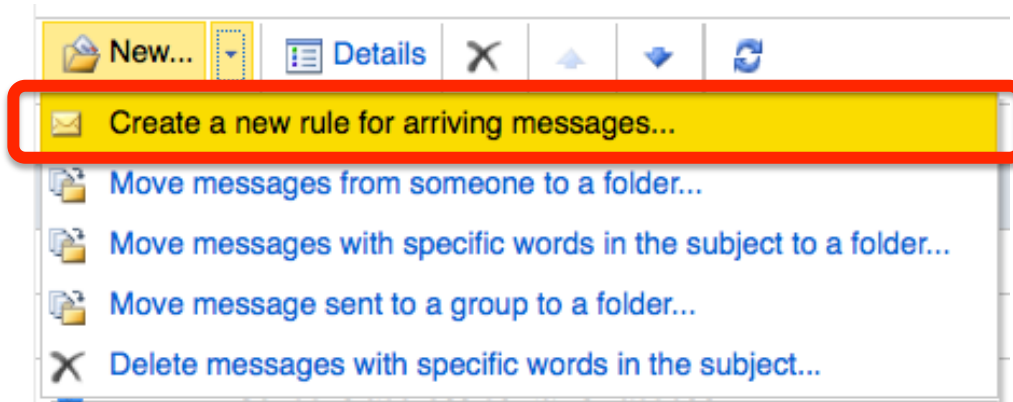
2. In the upper right corner, click **Options** > **Create an Inbox Rule...**



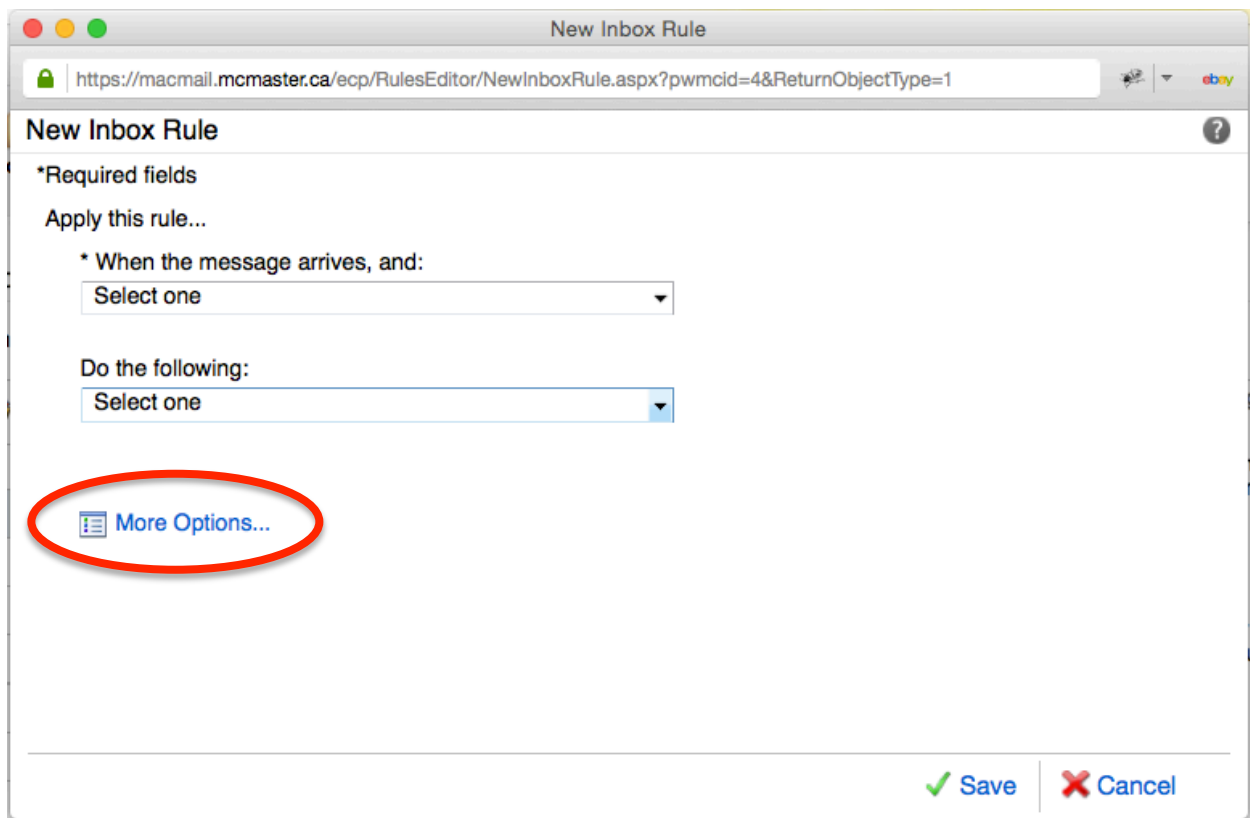
3. Click the down arrow beside **New**



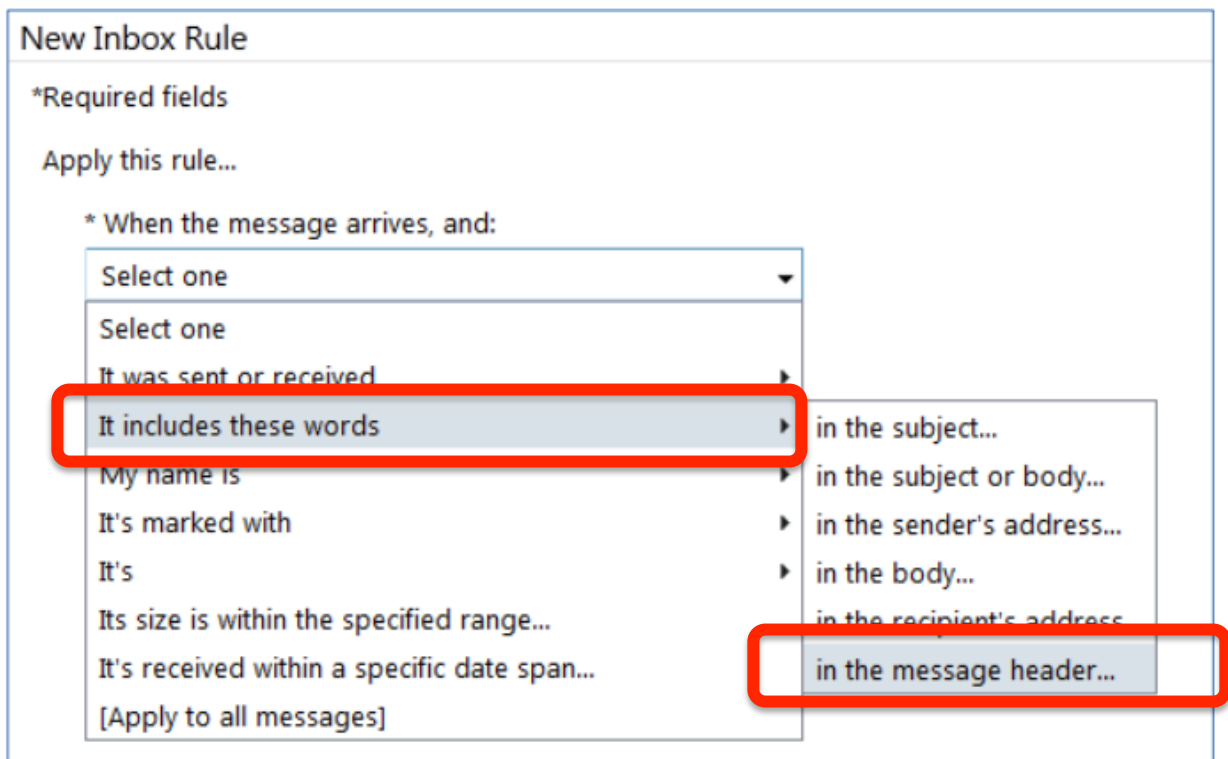
...and click **Create a new rule for arriving messages**



4. The following window appears. Click **More Options...**

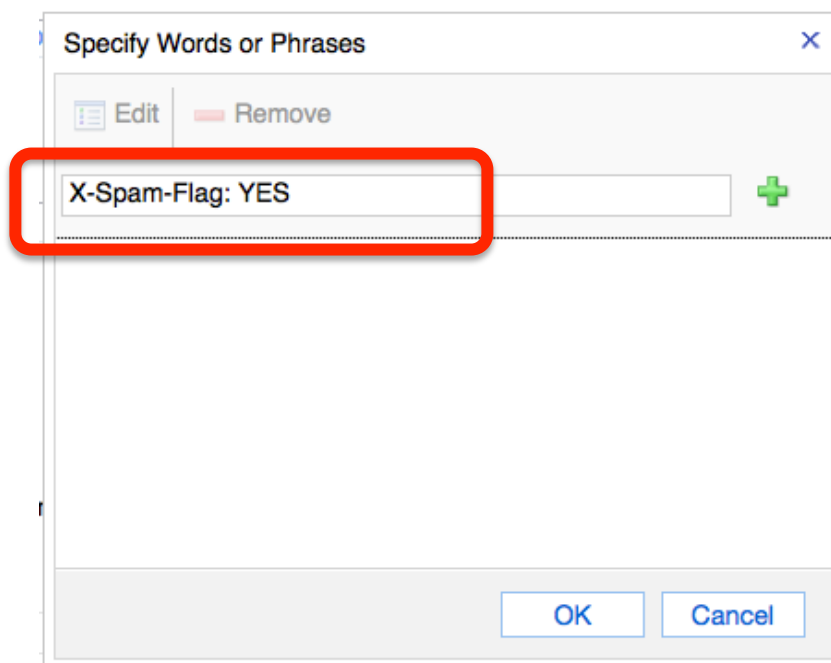


5. Select... **It includes these words**, and... **in the message header**

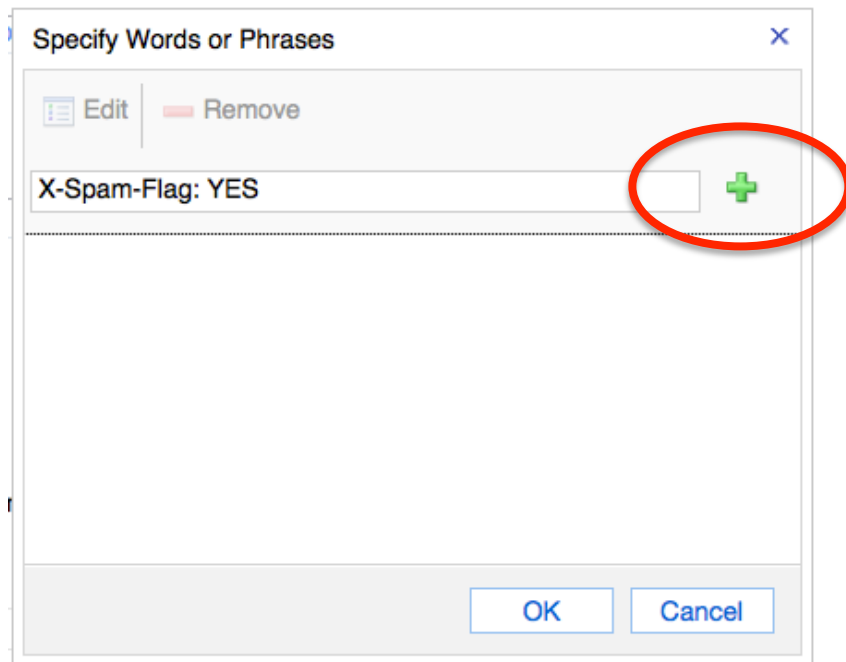


6. In the next window, type the following phrase **exactly**, including all upper and lower case letters, dashes, colon, and one space between the colon and the word "YES":

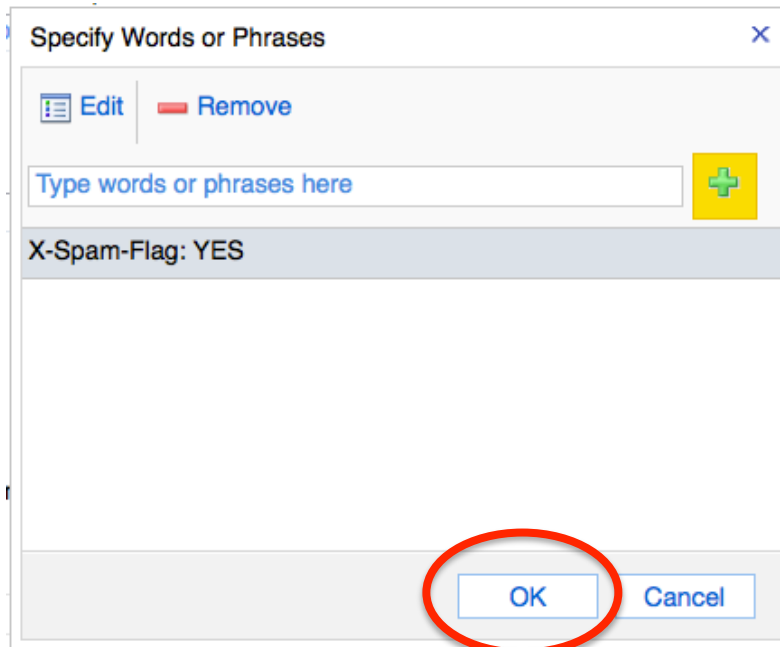
X-Spam-Flag: YES



...click the green + sign



...then click **OK**



7. Under **Do the following**, select **Move, copy, or delete**, then **Move the message to folder...**

**New Inbox Rule**

\*Required fields

Apply this rule...

\* When the message arrives, and:

[It includes these words in the message header...](#) **'X-Spam-Flag: YES'**

[Add Condition](#)

Do the following:

Select one

**Move, copy, or delete**

Mark the message

Forward, redirect, or send

[Add Exception](#)

Move the message to folder...



Delete the message

Copy the message to folder...

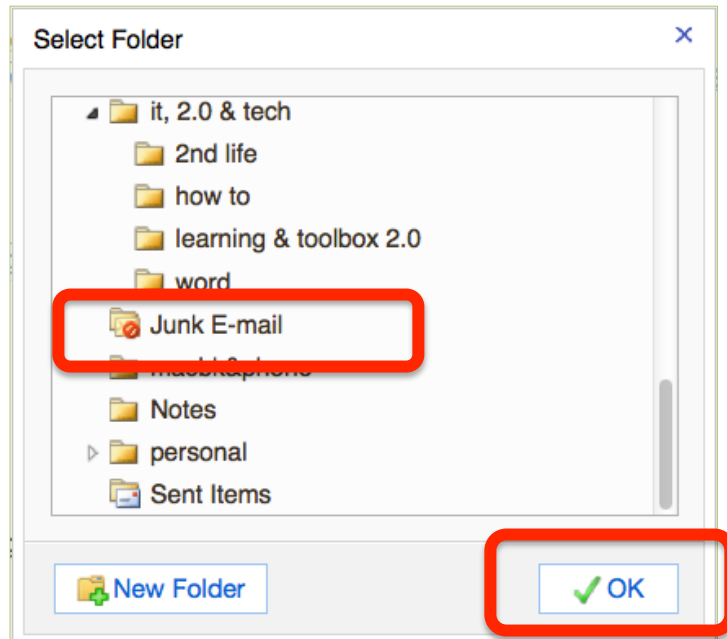
☐ Stop processing more rules ([What does this mean?](#))

Name of rule:

Header contains 'X-Spam-Flag: YES'

 [Save](#)  [Cancel](#)

8. In the next window, select the folder you want the mail to go to, i.e. **Junk E-mail** ...and click **OK**



9. Click **Save**.

