GROUPWISE JUNK MAIL HANDLING

Use Junk Mail Handling to decide what to do with unwanted Internet email that is sent to your GroupWise email address. Using Junk Email Handling will send selected addresses to a GroupWise Junk folder in your cabinet. Blocking Email will prevent emails from being delivered to your Mailbox, instead going directly to Trash.

Junk Mail Handling does NOT apply to internal email, meaning email from the same domain, so this tool will not junk or block senders from the Claremont Colleges.

TO JUNK EMAILS (SEND TO JUNK MAIL FOLDER)

Move an address to the Junk Mail folder:
1. Right-click an item in your GW mailbox with an Internet address > click Junk Mail
2. Click ‘Junk Sender’
3. Click Radio button for ‘Junk email from this address’ to junk any email from that address
4. Click the Radio button for ‘Junk any email from the Internet domain’ to junk all messages from that same domain.

All email items from this email address will now be delivered to the Junk Mail folder. You can specify that the items in this folder be automatically deleted after a certain number of days.

TO BLOCK EMAILS (SEND TO TRASH)

An Internet domain is the part of the email address that comes after the @. For example, in the address Henry@XYZmail.com, the Internet domain is XYZmail.com.

5. Right-click an item in your GW mailbox with an Internet address > click Junk Mail
6. Click ‘Block Sender’
7. Click Radio button for ‘Block email from this address’ to junk any email from that address
8. Click the Radio button for ‘Block any email from the Internet domain’ to junk all messages from that same domain.

NOTE: An Internet domain, for example idomain.com, will affect all email from idomain.com and any sub-domains which prefix this Internet domain, for example, offers.idomain.com or members.idomain.com.
PREVENT EMAIL FROM A USER OR INTERNET DOMAIN FROM BEING BLOCKED OR JUNKED

1. Click Tools > Junk Mail Handling
2. Click the Trust List tab
3. Click New > type an email address or Internet domain > click OK.

You can also add a user to the Trust List by typing in their email address, OR if you have mail from the sender, right-click on name > click Junk Mail > click Trust Sender > Trust email from this address > OK.

All future items from this email address or Internet domain will not be blocked or delivered to the Junk Mail folder, no matter what is specified in the Block List and Junk List.

An address or Internet domain can be in upper, lower, or mixed case. You cannot use wildcard characters such as * or ? in an Internet domain name.

NOTES

To add a User or an Internet domain to the Junk List or Block List at any time, you can click Tools > Junk Mail Handling > Junk List or Block List > New > type in the name > click OK:

If the Junk List or Block List is not enabled, go to Tools > Junk Mail Handling > select Enable Junk List or Enable Block List.

Here you can also change the number of days after which Junk Email is automatically deleted from the GW folder.