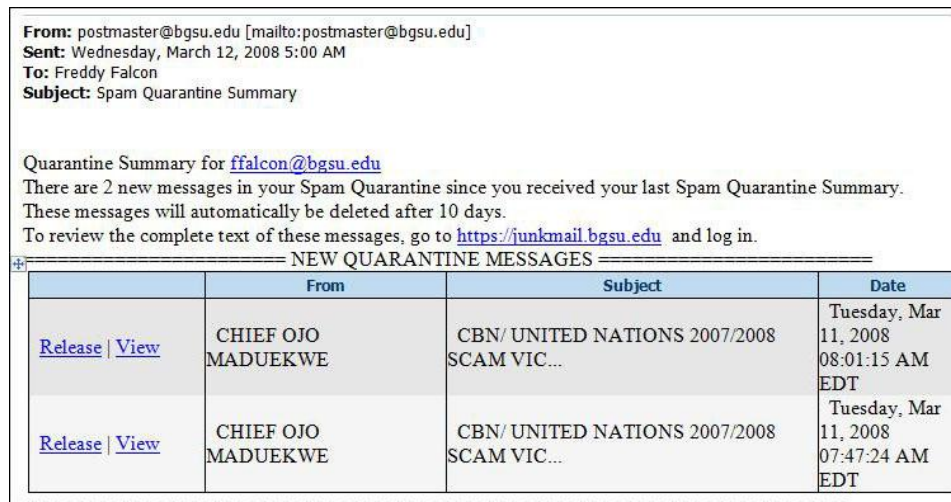


Filtering Spam Quarantine Summary Notifications with Outlook Web Access (OWA) Premium

This document describes how to delete the Spam Quarantine Summary notifications you receive from postmaster@bgsu.edu using a filter. See a sample Spam Quarantine Summary message below. Note that occasionally a message held in your Spam Quarantine is not spam. So, if you choose to automatically delete Spam Quarantine Summary notifications, you could miss those messages.



In Outlook Web Access (OWA) Premium, to manage your e-mail with filters, you define a rule. This feature is not included in OWA Light. Any rule you create in OWA Premium is also a defined rule in Outlook and vice versa.

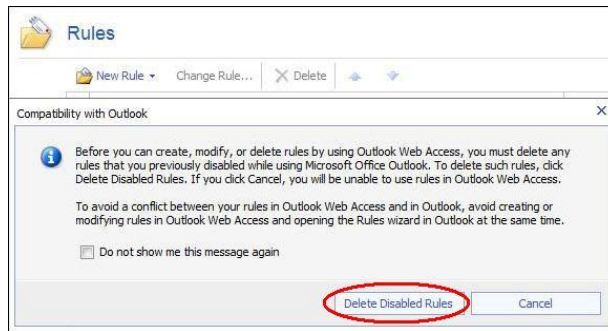
To create a rule to delete any Spam Quarantine Summary messages that arrive in your Inbox:

1. On the horizontal navigation bar, click **Options**.
2. In the left pane under Options, click **Rules**.
3. In the right pane, click **New Rule** to display the menu and select 'Delete messages that have specific words in the subject'.

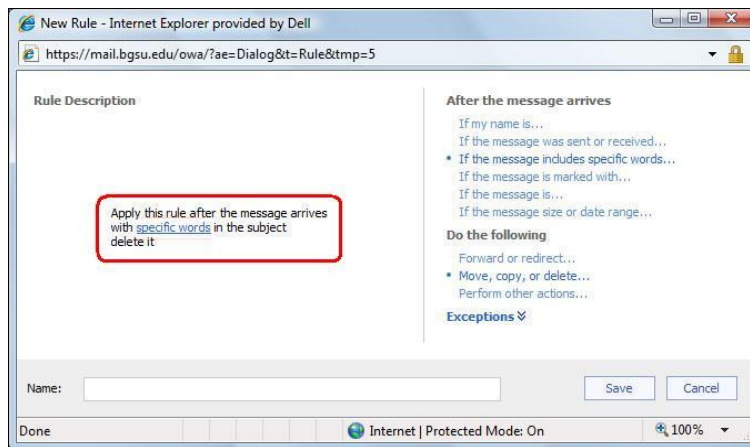


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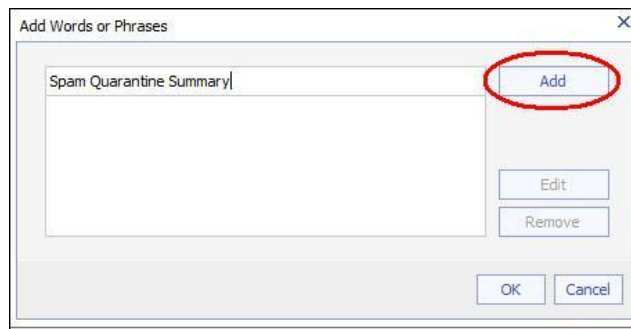
4. If the Compatibility with Outlook window is displayed, click **Delete Disabled Rules**.



5. Under Rule Description, click the 'specific words' link in the note describing when the rule is to be applied.



6. In the Add Words or Phrases window, enter 'Spam Quarantine Summary' and click **Add**.

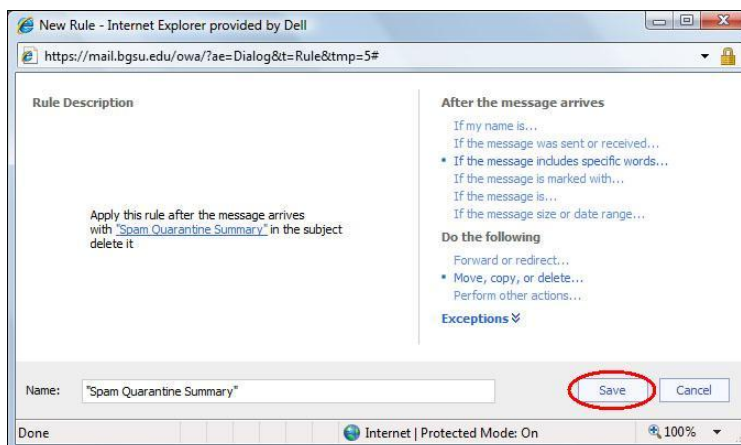


7. Then click **OK**. The Add Words or Phrases window will close.



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8. Click **Save** in the Rule Description window.



You will now see the rule you have just defined in your rules list.



Click the item of your choice on the navigation pane in the left corner of the window to return to OWA.

