

## Filtering Spam Quarantine Summary Notifications with Entourage 2008

This document describes how to delete the Spam Quarantine Summary notifications you receive from [postmaster@bgsu.edu](mailto: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 Entourage, to manage your e-mail with filters, you define a rule. Any rule you create in Entourage 2008 is **not** saved on the Exchange server. Entourage also cannot display any rules you created using Outlook or Outlook Web Access (OWA) Premium.

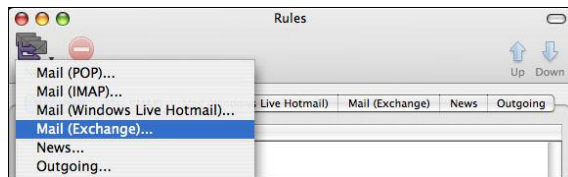
To create a rule to delete any Spam Quarantine Summary messages that arrive in your Inbox:

1. On the Tools menu, click **Rules...** The New Rule window will be displayed.



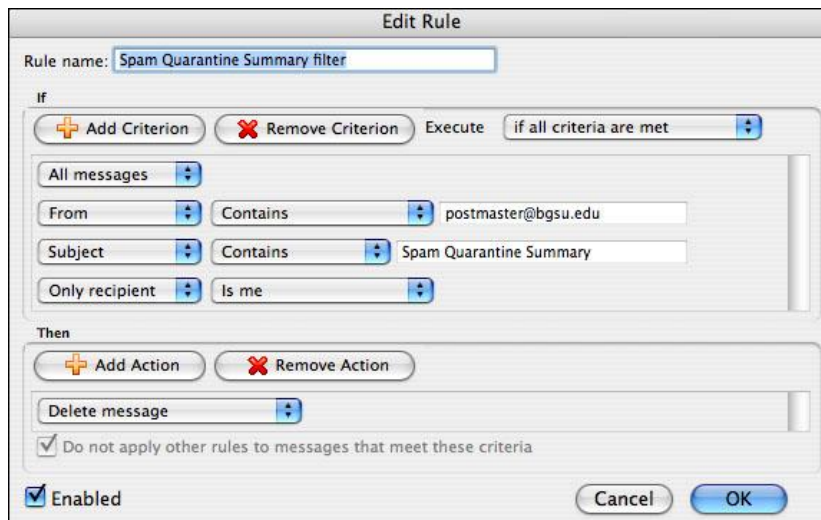
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2. Click the **New**  button and select Mail (Exchange). The Edit Rule window will be displayed.

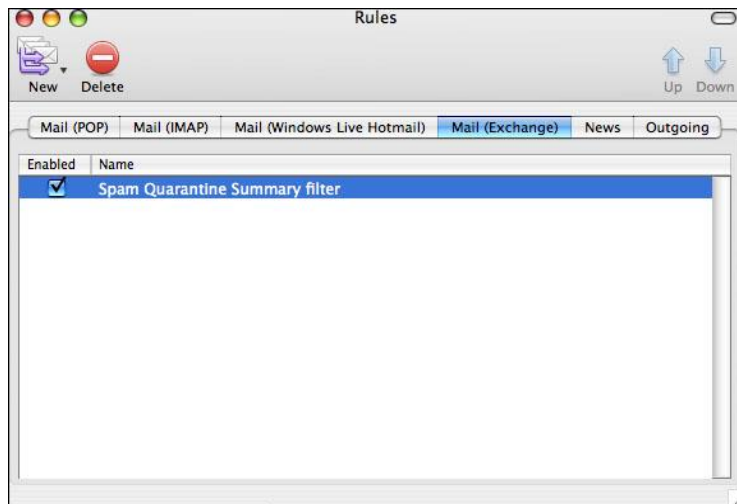


3. Your challenge is to modify your Edit Rule window so it looks like the one below.

- Give your rule the name 'Spam Quarantine Summary filter'.
- Press the **Add Criterion** button. Make sure 'From' is selected on the 1<sup>st</sup> pop-up menu, 'Contains' is selected on the 2<sup>nd</sup> menu and enter 'postmaster@bgsu.edu' in the text box.
- Press the **Add Criterion** button. Make sure 'Subject' is selected on the 1<sup>st</sup> pop-up menu, 'Contains' is selected on the 2<sup>nd</sup> menu and enter 'Spam Quarantine Summary' in the text box.
- Press the **Add Criterion** button. Make sure 'Only recipient' is selected on the 1<sup>st</sup> pop-up menu, 'is me' is selected on the 2<sup>nd</sup> menu.
- Under the Then and Add Action button, select 'Delete message' on the Change Status pop-up menu. This will remove the pop-up menu next to it.
- Since there are extra action menus, open the other pop-up menus and click **Remove Action** until you only have one action, to delete the message, left.
- Now click **OK**.



4. You will now see the rule you have just defined in your rules list and it is enabled by default.



5. Click the close button to close the Rules window.

For more information about rules in Entourage 2008, choose Entourage Help on the Help menu and search for 'create rule'.