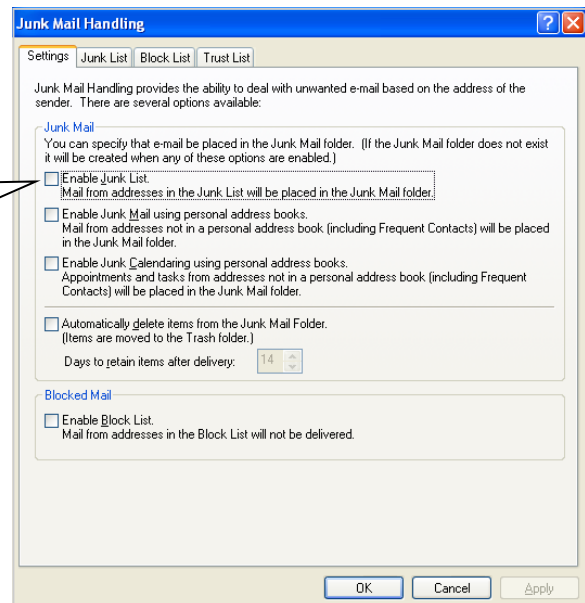
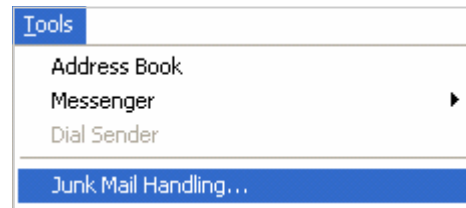


Junk Mail Handling is the option to redirect undesired non-GroupWise messages to a Junk Mail folder or block undesired items from entering your mailbox. Mail in the Junk Mail folder can be automatically deleted after a specified amount of time or manually deleted. Junk Mail Handling does not apply to ValpoNet messages; to block or sent to junk ValpoNet messages, you will require the use of Rules.

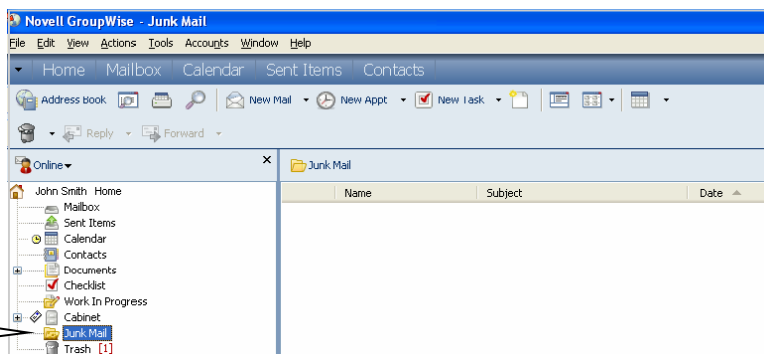
Enabling the Junk List

To enable Junk Mail Handling:

- Click the **Tools > Junk Mail Handling** menu item. The *Junk Mail Handling* window will appear.
- Under *Junk Mail* check the **Enable Junk List** box to toggle the Junk Mail Handling feature on. The *Junk Mail* folder will appear in the left pane of the main window.



Enable Junk List

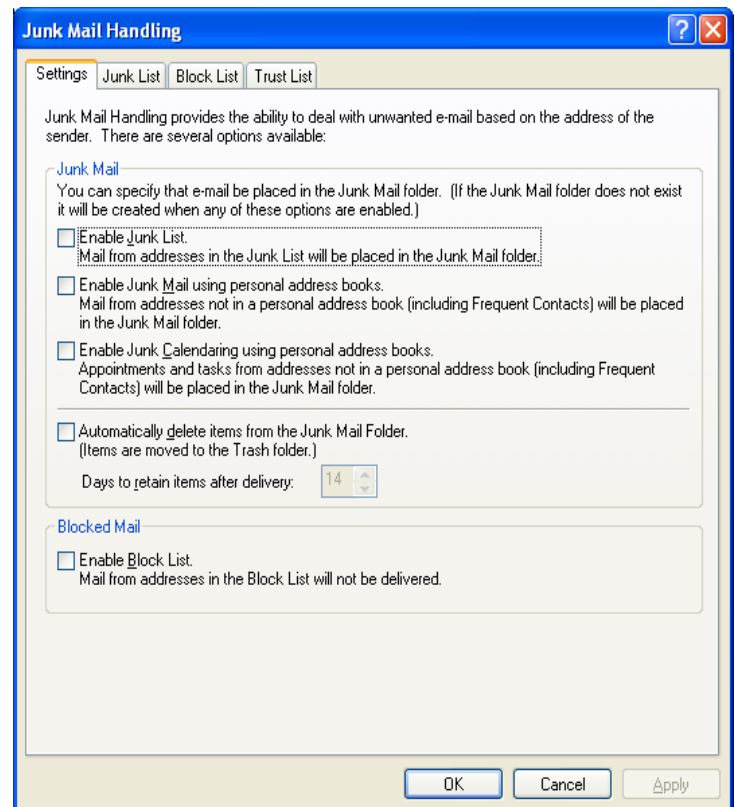


Junk Mail Folder

The Junk, Block, and Trust Lists

There are four tabs in the Junk Mail Handling window: **Settings**, **Junk List**, **Block List**, and **Trust List**.

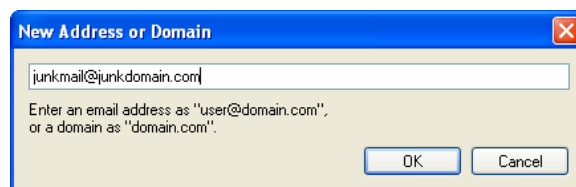
- The **Settings** tab contains general options for handling junk mail. In the *Settings* tab, you can tell GroupWise to automatically move Junk Mail to the Trash folder, as well as how many days you wish for Junk Mail to keep before being moved to the Trash folder.
- The **Junk List** tab contains the addresses and domains of your junk list. Items sent from these addresses and domains go to the *Junk Mail* folder.
- The **Junk List** tab contains the addresses and domains of your junk list. Items sent from these addresses and domains go to the *Junk Mail* folder.
- The **Block List** tab contains the addresses and domains of your block list. Items sent from these addresses and domains never enter your account.
- The **Trust List** tab contains the addresses and domains of your trust list. This option is to receive items from trusted addresses from domains that you have blocked.



Example: If you have blocked a domain, such as, *@junkdomain.com*, but would like to receive items from a sender in that domain, such as, *friend@junkdomain.com*; adding the sender to the trust list allows messages from this address from the blocked domain to enter your mailbox.

Adding Addresses and Domains to a List

- To enter e-mail addresses or domains to the *Junk*, *Block*, or *Trust* Lists, click the desired tab in the *Junk Mail Handling* window.
- Click on **New**. The **New Address or Domain** window will appear.
- In the *New Address or Domain* window, type an e-mail address or domain in the field.
- Click on **OK** to add the entry to the List and close the window.



To edit an entry in a List:

- Highlight the entry in the list by clicking on it, then click on the **Edit** button.
- Make your changes, then click **OK** to save your changes and close the window.

To delete an entry in a List:

- Highlight the entry in the list by clicking on it once
- Click on the **Delete** button

Note: no warning window will appear—the entry will immediately disappear from the list

