THE UNIVERSITY of EDINBURGH

Information Services

Protecting yourself against spam with Office 365

Spam is the popular term for junk email, also known more formally as *unsolicited bulk mail*.

If you are receiving spam, you can set up a "spam filter" which detects and moves spam messages to a different mail folder, rather than leaving them in your Inbox.
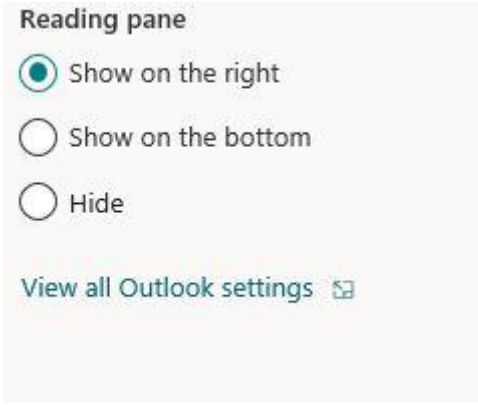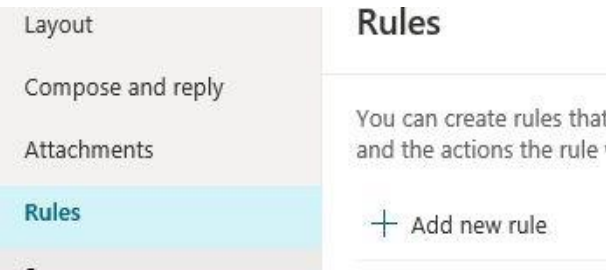
For any problems or questions, please contact https://www.ed.ac.uk/is/helpline

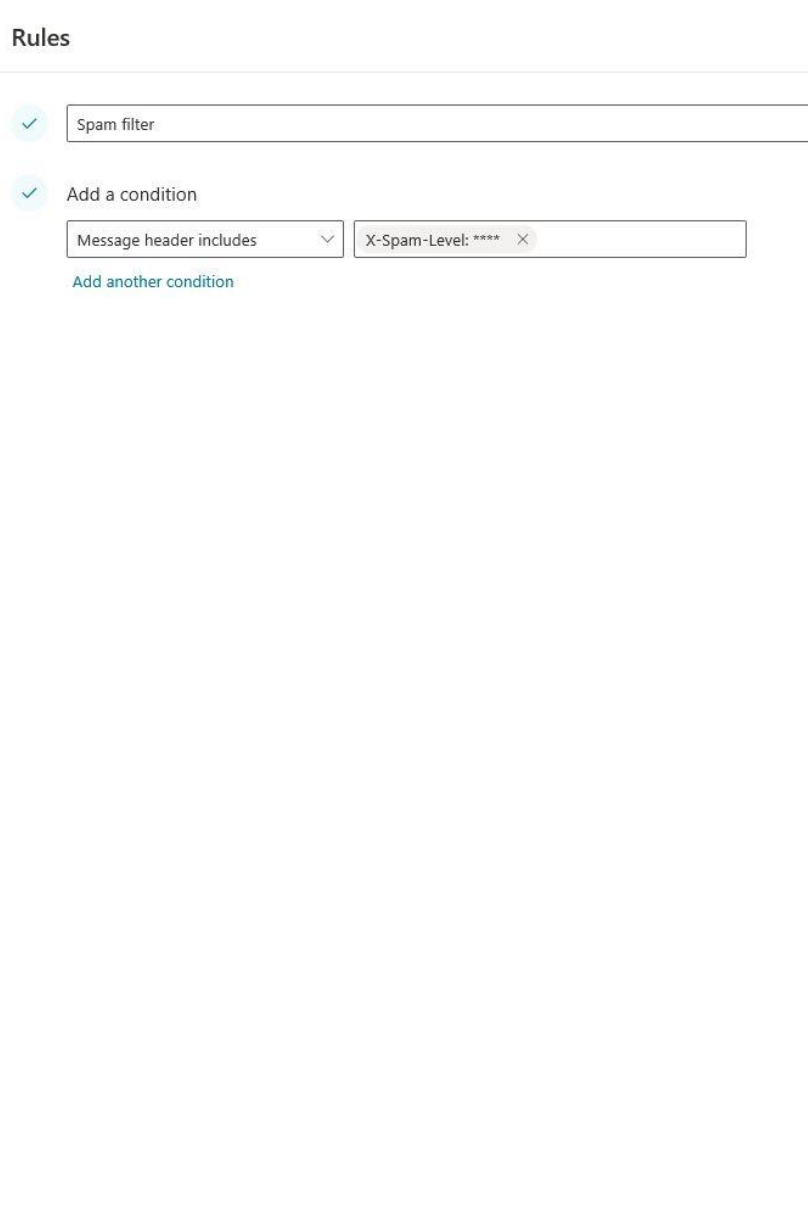---

IMPORTANT: Check Junk-Email regularly

Please check your Junk E-Mail folder regularly **or you might miss legitimate emails** which have been automatically put there by mistake (spam-filtering technology is not perfect).

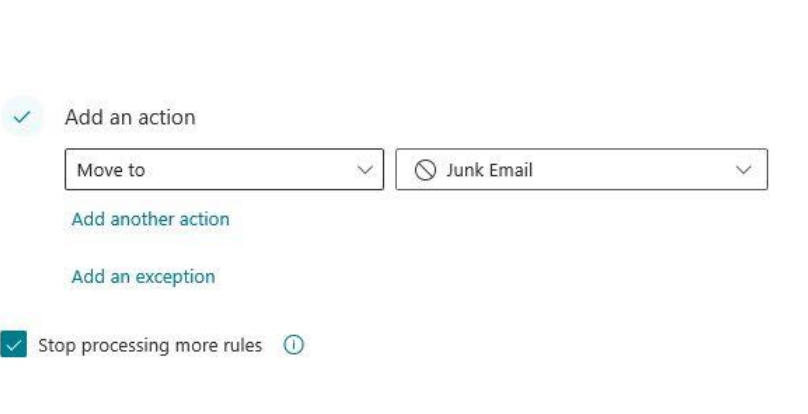### Setup spam filtering in the Office 365 web app
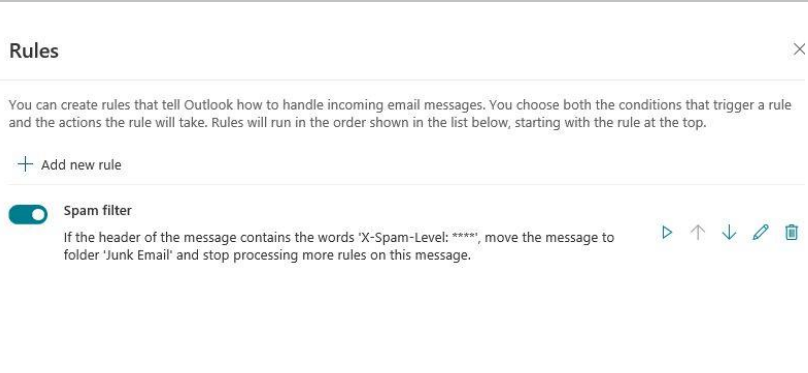
To avoid a conflict between your rules in the web app and in Outlook, avoid creating or modifying rules in the web app and opening the Rules wizard in Outlook at the same time.

1. When logged into http://www.office365.ed.ac.uk, select the gear icon at the top-right. 2. Click 'View all Outlook settings'.	**Reading pane** ◉ Show on the right ○ Show on the bottom ○ Hide View all Outlook settings
3. Click on 'Rules' and then '+ Add new rule'.	Layout Compose and reply Attachments **Rules** **Rules** You can create rules that and the actions the rule + Add new rule

4. In the new rule window, type a name for the rule into the box, such as: **Spam Filter**.	

5. From the 'Add a condition' drop-down menu, choose 'Message header includes' and, in the box to the right, enter:
 	
  X-Spam-Level: ****
 	
There should be a space between ':' and the first '*' and the capitalization of the X, S and L is required.
 	
Note that the number of asterisks can be varied from one (*) to five (*****).
 	
The smaller the number, the more aggressive the filter. Three or four are the recommended values. Setting only one asterisk (*) is very aggressive and not recommended.
 	
If you have set four asterisks (****) and are still receiving too much spam, go back to edit the rule later to try three (***).
	Rules
	
	✓ Spam filter
	
	✓ Add a condition
	   Message header includes ∨ X-Spam-Level: **** ✕
	   Add another condition

6. In the 'Add an action' box, choose 'Move to' from the drop-down list on the left and, in the one on the right, type 'Junk' and select your 'Junk Email' folder. Tick the box next to 'Stop processing more rules'.	✓ Add an action Move to ∨ ⊘ Junk Email ∨ Add another action Add an exception ☑ Stop processing more rules ⓘ
7. Press 'Save' at the bottom of the rule.	
8. Make sure the Spam Filter rule is at the top of your rules list. You can drag it up to the top as necessary.	Rules ✕ You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top. + Add new rule ◯ Spam filter If the header of the message contains the words 'X-Spam-Level: ****', move the message to ▷ ↑ ↓ ✎ 🗑 folder 'Junk Email' and stop processing more rules on this message.

Once your spam filtering rule is set up, it is stored on the server, which does the filtering instead of a local Outlook client doing it. This means that even if you read your email on a mobile or via the web, spam will still be delivered into the junk email folder.

Please check your junk email folder regularly or you might miss legitimate emails which have automatically been put there by mistake (spam-filtering technology is not perfect).