



Information Services

Protecting yourself against spam with Outlook and 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 IS.Helpline@ed.ac.uk or phone (6) 515151.

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.

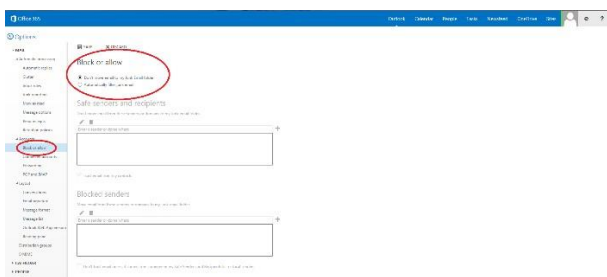
First, switch off the built in junk email folder:

1. When logged into <http://www.office365.ed.ac.uk>, select the gear icon (3rd from the right, at the top of the web page)



2. Under the **Your app settings** select **Mail**

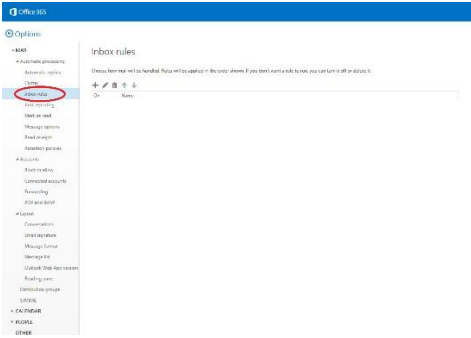
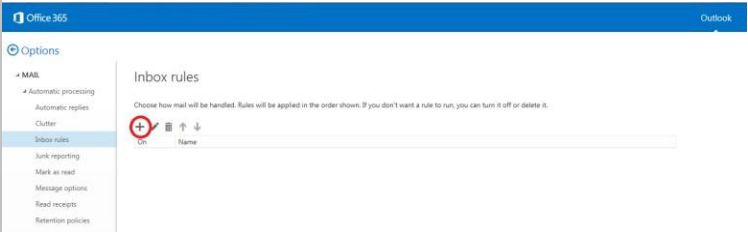
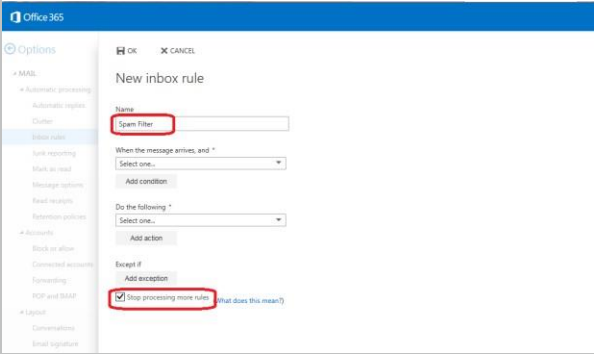
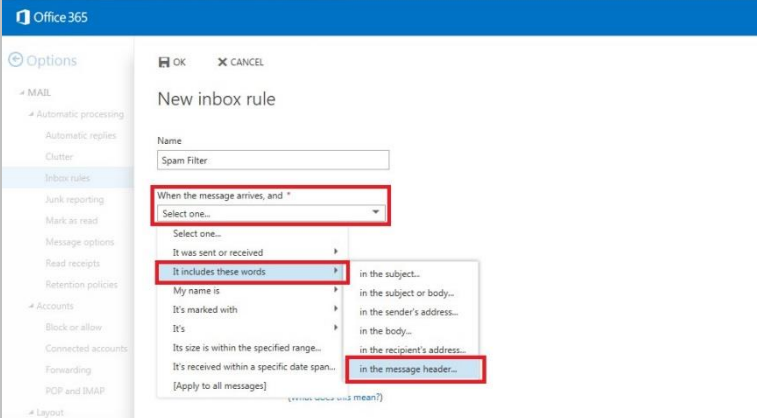
3. Expand **Accounts** and select **Block or allow** from the left-hand menu, then select the radio button next to **Don't move email to my Junk Email folder**



4. Click **Save**

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To enable University recommended spam filtering:

<p>1. Select the gear icon as before.</p> <p>2. Under the Your app settings select Mail</p>	
<p>3. Expand Mail then inbox rules from the left hand menu</p>	
<p>4. Select the plus sign.</p>	
<p>5. In the new inbox rule window, Tick the box next to Stop processing more rules, and type a name for the rule into the Name: box, such as: Spam Filter.</p>	
<p>6. From the drop down menu under When the message arrives, and; select It includes these words and then in the message header...</p>	

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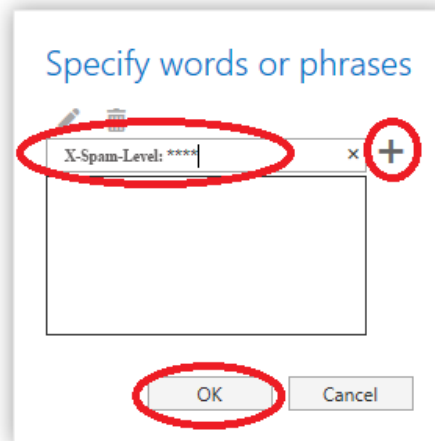
7. In the box in the **specify words or phrases** window, type:

X-Spam-Level: ****

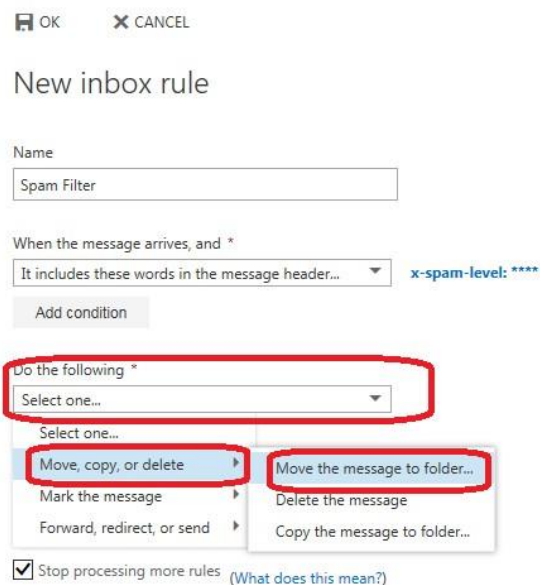
There should be a space between ':' and the first '*' and the capitalization of the X, S and L is required.

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 (***)

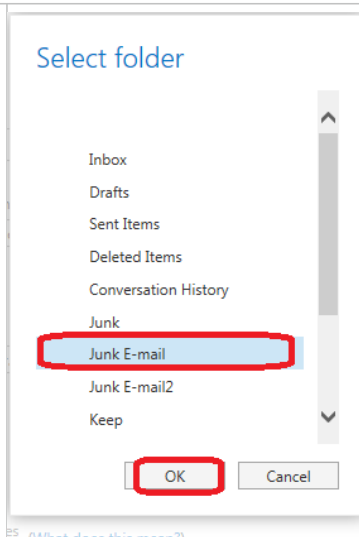


8. Select the drop down menu beneath **Do the following:** "Select **Move, copy, or delete**, then **Move the message to folder...**"



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9. Select **Junk Email**, then **ok**,
Then click **save**.



Once your spam filtering rules are set up, they are stored on the **server**, which does the filtering instead of Outlook doing it on the **client side**. This means that even if you read your e-mail on a mobile or via the web, spam will still be delivered into the junk e-mail folder.

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

To learn more about spam and the way it is filtered by the University mail system please look up **Spam Assassin** on the University website.

If you require this document in an alternative format, such as braille or larger print, please phone IS Helpline on 0131 651 5151 or email IS.Helpline@ed.ac.uk