GroupWise Spam Filter Setup

Basically the process works like this:

1. It reviews all incoming e-mail. Only e-mail matching the filter settings will be left in the mailbox. These are e-mails from NOCCCD, Cypress and Fullerton College, and SCE. Other domains can be added.

2. Any e-mail that does not match the filter will be move to another folder in GroupWise called “To be reviewed”.

3. Note: A key to this working is the last line in the filter that basically means: “If the e-mail does not contain an @ symbol, keep in the “mailbox” folder. This is required for filtering GroupWise e-mail from on campus (others with a GroupWise account).

4. Basically that is it. If you follow the steps below, you should be able to eliminate most if not all your spam. The setup should take about 10 - 30 minutes.

Basic Filtering Process
Step 1

Right Click on the folder that has your name in it, and select “New Folder”. Note: This is where your e-mail to be reviewed will go. The example I am using is called “To Be Review”

Step 2
Step 3

Select "next" to continue
Step 3a: Enter the name for the folder. You can choose any name you wish. Note: This is an example.

Optional:
If you like you can add a description, but it is not required.

Step 3 b: Select “Next”

Step 3c:
Step 3c: Select “Finish”

Step 4
Go to the “Tools” menu item at the top of the GroupWise screen and select “Rules”
You will be presented with a screen similar to this one:

**Step 4a:**
Select “New”

**Step 4b:**
Enter Rule Name Here.
I called mine “Filter out #1”
You can use whatever name you like.

**Step 4c:**
Select “Mail”

**Step 4d:**
Select “Define Conditions”
Step 5

Step 5a:
You will need to enter the information to be filtered. There will be multiple entries.
At a minimum you should have the following entries (one on each line):

From DOES NOT CONTAIN *nocccd.cc.ca.us* AND
From DOES NOT CONTAIN *nocccd.edu* AND
From DOES NOT CONTAIN *sce.cc.ca.us* AND
From DOES NOT CONTAIN *cypresscollege.edu* AND
From DOES NOT CONTAIN *cypress.cc.ca.us* AND
From DOES NOT CONTAIN *fullcoll.edu* AND
From CONTAINS *@@* END
Enter the information one line at a time.

**Step 5b:**
Select “From” from the dropdown box

**Step 5c:**
Select “Does Not Contain” from the dropdown menu. In the last entry in the list, you will use the “Contains” dropdown selection.

**Step 5d:**
Enter the information provided in Step 5a. One line at a time.

**Step 5e:**
Select “And” from the dropdown box. You will select “And” for each one, until the last line, which will end with the “End” dropdown selection.

This line always needs to be last
Step 5f: Repeat steps 5b through 5e until all addresses in 5a are entered. Don’t forget that the last entry is the one with the *@@*

When done, select the “OK” button at the top right of the Define Conditions Window.

**Step 6:**
Select “Add Action” from the dropdown menu and then select the “Move to folder” selection.

**Step 6a:**
Select the folder created in step 3 and click the “Move” button.
I correctly input, you should now only get NOCCCD, Cypress College, Fullerton College and SCE e-mail in your mailbox. All other mail will be going to the folder you created in step 3.

There are more enhancements you can do that are beyond the scope of the tutorial.