

Technology Tip #3: Junk E-Mail (aka SPAM)

Is your Outlook inbox filling up with junk E-mails, also known as “spam”?

SPAM – Generally accepted term applied to unwanted and/or unsolicited advertisements delivered via E-Mail, which undoubtedly consumes network bandwidth, mailbox space, and may contain virus’, ad-ware, and other unwanted payloads.

Blocking the Sender:

One way to reduce this spam is to block the sender from sending you any more messages.

Here’s how:

Using Microsoft Outlook	Using Outlook Web Access
<ul style="list-style-type: none"> Do not open the message, nor any attachments 	<ul style="list-style-type: none"> Do not open the message, nor any attachments
<ul style="list-style-type: none"> Right-click on the junk e-mail message, Point to Junk E-mail Click “Add Sender to Blocked Senders List” 	<ul style="list-style-type: none"> Ensure the option for Junk E-mail filtering is enabled On the left, choose Options <ul style="list-style-type: none"> In the “Privacy and Junk E-Mail Prevention” section Enable “Filter Junk E-mail”. Check the Junk E-mail folder regularly to ensure that you do not miss messages that you want to receive You can also make changes to your lists by clicking on the “Manage Junk E-Mail List” button. Click on Save and Close at the top to save your changes and close the options window
	<ul style="list-style-type: none"> Right-click on the junk e-mail message, Click Add Sender to Blocked Senders List

Cleaning your Junk E-mail Message Folder

Future messages from this sender are sent to the Junk E-mail folder instead of your inbox. This Junk E-mail folder appears on the left under the Inbox folder and should be checked and cleaned periodically. A word of caution, occasionally the filter may identify “good” e-mail as junk and place it in the junk e-mail Folder. In this event, simply reverse the process above and select Add Sender to Safe Senders List.

Managing SPAM

To learn more about managing spam, go to <http://www.microsoft.com/athome/security/default.msp> and select E-mail & Spam. Then watch the video and read the tips on this site.

About Secluda

In addition, SNHU has invested in new e-mail filtering and network technology to help prevent SPAM from making its way to your mailbox in the first place. The network filter is already in place, and in the coming months the e-mail filter will be applied to all Staff and Faculty mailboxes within the SNHU E-mail domain.

This E-Mail SPAM filter, known as Secluda, contains rule sets and logic to reject known SPAM threats and retain suspected threats. In addition, users will have the ability to check “retained” e-mail and override the rule set to allow or deny future messages.

More information to follow on Secluda.

Thanks go out to Mary Higgins for contributing this idea to the Technology Tips series!

If you have computer questions that we might turn into a tips sheet or you have a suggestion to share with colleagues, please submit your ideas to training@snhu.edu.

This information is brought to you by the Office of Computing Resources and the Office of Training & Organizational Development as part of an ongoing Technology Tip series.