TECHNISCHE UNIVERSITÄT DRESDEN

Creating a spam filter using inbox rules
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FAQ-Artikel-Ausdruck

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Schlüsselwörter

junk E-Mail Filter Spam deleted security

Lösung (öffentlich)

For general instructions on how to set up inbox rules in Outlook Web App, visit the Microsoft support page at the link below:

[1]Posteingangsregeln in Outlook Web App (microsoft.com)

Every e-mail that passes the TU mail gateway goes through a programmed spam filter. As a result of the filtering, two header lines are added to each e-mail (X-Spam-Status, X-Spam-Level). The method of spam filtering described here is based on the request of the header line "X-Spam-Level". The rule is created in the "OWA" web client as an example.

If you would like to set a different spam filter, please follow this example but change it according to your needs.

In the main interface of Outlook Web App, click the "Settings" wheel on the right side of the window and select "Options" there.

Screenshot of the drop-down settings menu in Outlook Web App (OWA).

In the options menu, select "Mail" and the "Inbox and sweep rules" tab. To create a new rule, click the "Plus" sign.

Screenshot of the Inbox Rules menu in the Outlook Web App (OWA).

The "New inbox rule" menu opens with various selection options. Assign a name for the rule here (e.g. "Header contains X-Spam level: ****** " or suitable for your intention).

Screenshot of the New Inbox Rule menu in the Outlook Web App (OWA).

Now open the pull-down menu under "When the message arrives, and it matches all of these conditions". Select "It includes these words" and then "in the message header...".

Screenshot of the New Inbox Rule menu in the Outlook Web App (OWA).

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In the new "Specify words or phrases" window, paste the phrase "X-Spam-Level: ****** " in the input line. Apply the change by selecting the plus sign "+".

Screenshot of the specify words or phrases menu in Outlook Web App (OWA).

- Now choose what to do with the emails detected as spam. If you want to move these mails to the SPAM folder select under "Do all the following " then "Move, copy or delete" an then "Move the message to folder...".

Screenshot of the New Inbox Rule menu in the Outlook Web App (OWA).

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Now specify the mailbox folder where you want your spam to be moved to. The default spam folder for an MS Exchange mailbox is called "Junk Mail". Finally, finish the rule creation by clicking "OK" and then "Save".

Screenshot of the Select Folder menu in the Outlook Web App (OWA).

[1] https://support.microsoft.com/de-de/office/posteingangsregeln-in-outlook-web-app-edea3d17-00c9-434b-b9b7-26ee8d9f5622