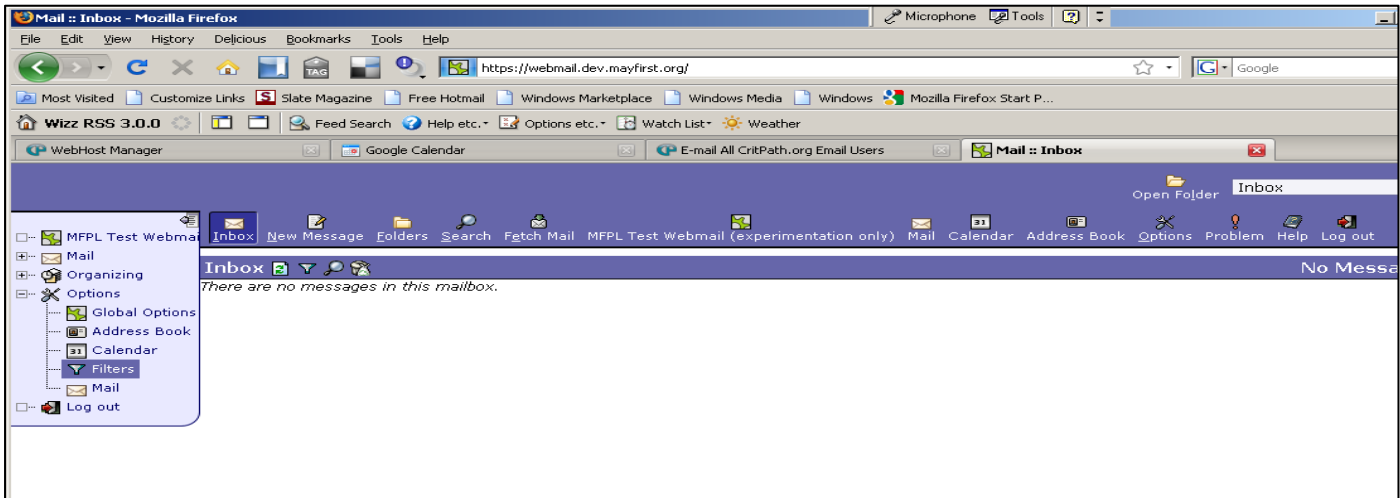


Creating Filters in IMP

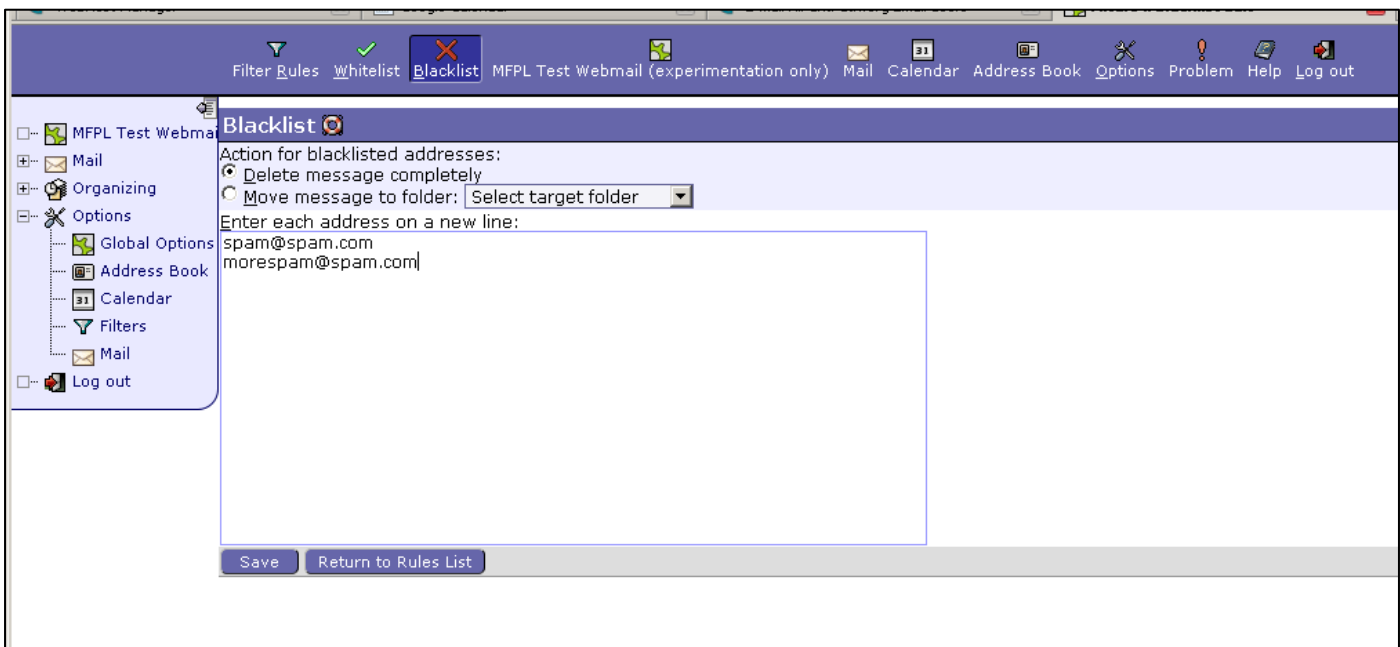
Login to your Email

- 1) Click on **Options**. This is located either in the left sidebar or on the top navigation tool bar.



- 2) Click on **Filters**

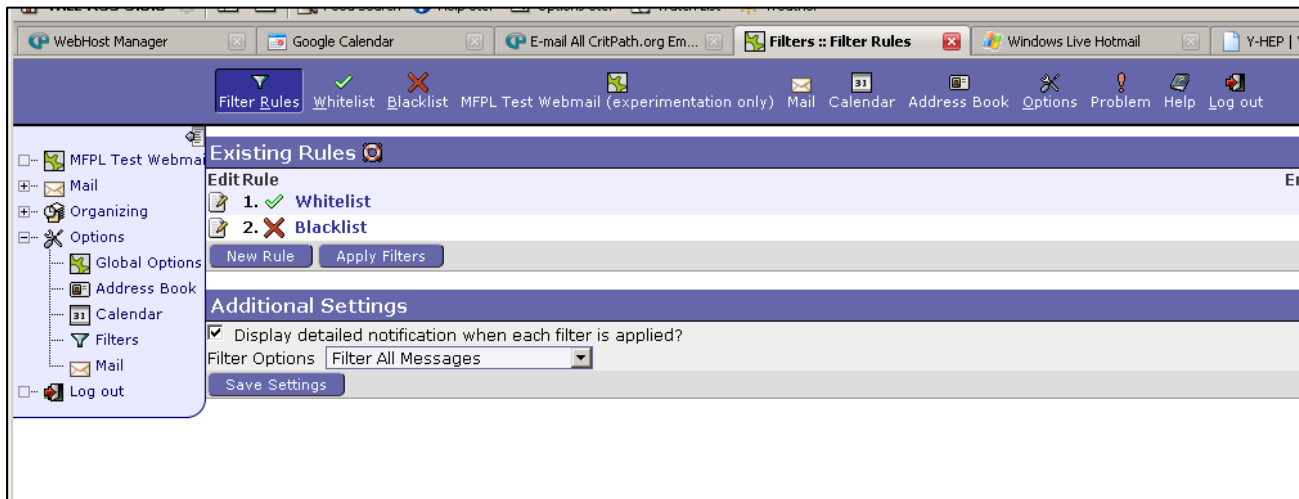
- 3) Click on **Blacklist** if you want to delete an email and do not want that email address to ever send you email.



- 4) Type in the email addresses, each on a new line, that you wish to Blacklist from your email.

You can also set up your filters to automatically delete out any email tagged as Spam. To do this, you must create a new rule.

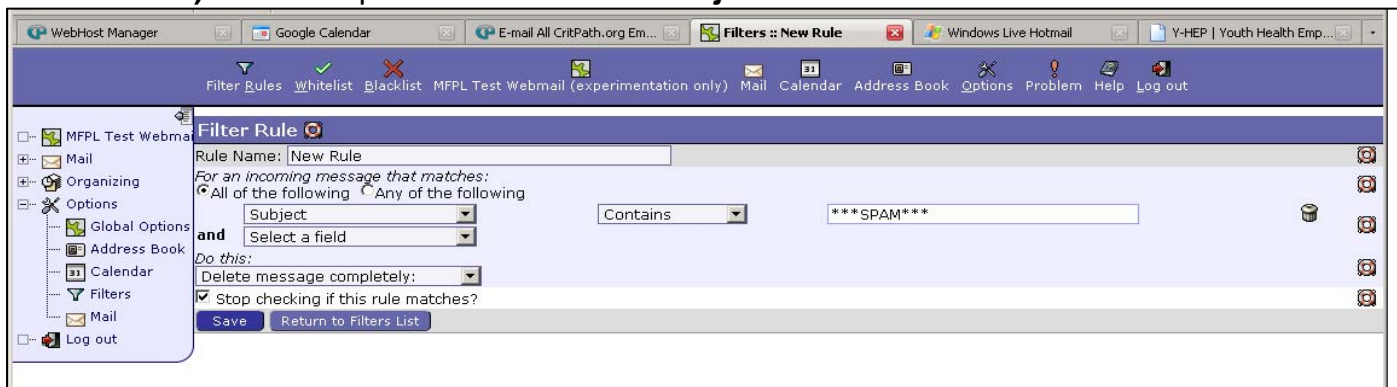
5) To create a new rule, click on **Filter Rules**



6) Click on **New Rule**.

7) Under where it says, *For an incoming message that matches:* select “**All of the following**”

8) In the drop down menu select **Subject**



9) In the empty field next to **Contains**, type, *****SPAM*****

10) Under “*Do This*”, select, “**Delete Completely**” Note: you can also select a folder and simply dump mail tagged as spam into this folder for you to review at a later date.

11) Click **Save**.

You have now created a new filter rule. In this rule, every time a message comes tagged ***SPAM*****, your email program will delete that message.**