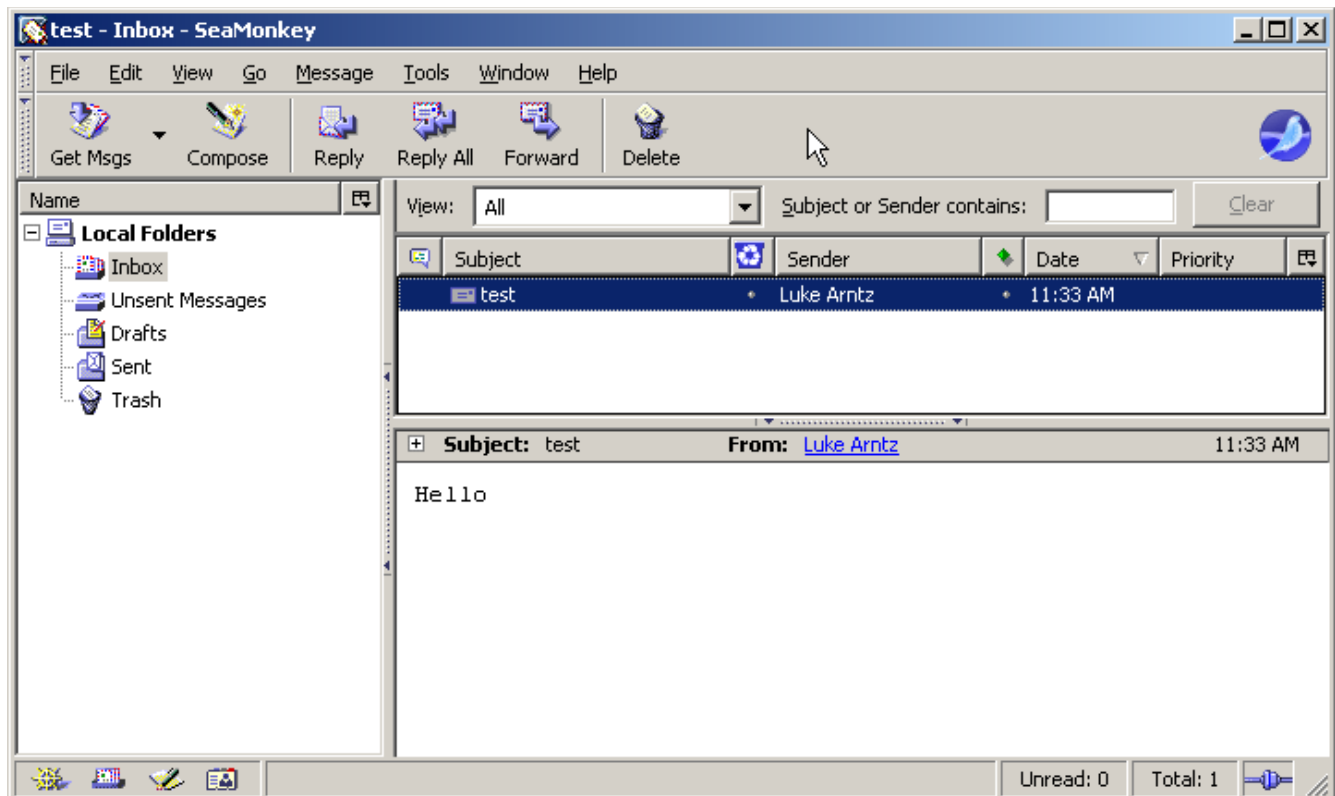


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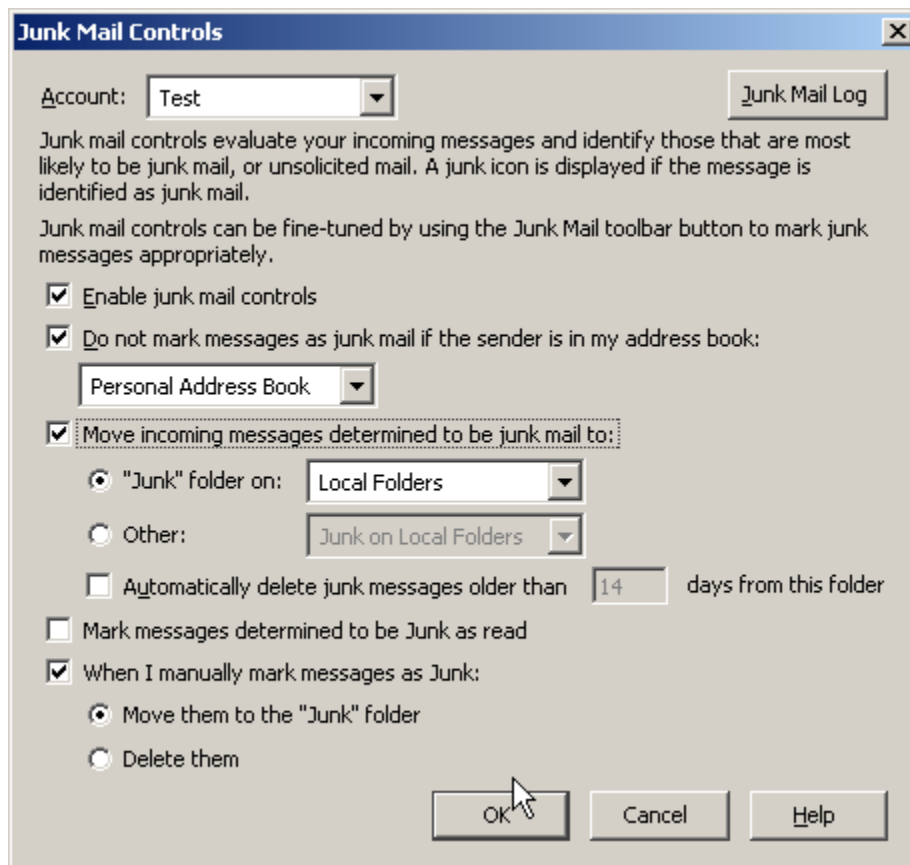
HOW TO SET SPAM FILTERS IN MOZILLA SEAMONKEY (LEK HOSTED EMAIL)



These are step-by-step instructions with one step per page. For additional questions about this document or any other technical support issues please contact support@lek.net or call 330.762.2040 during regular business hours.

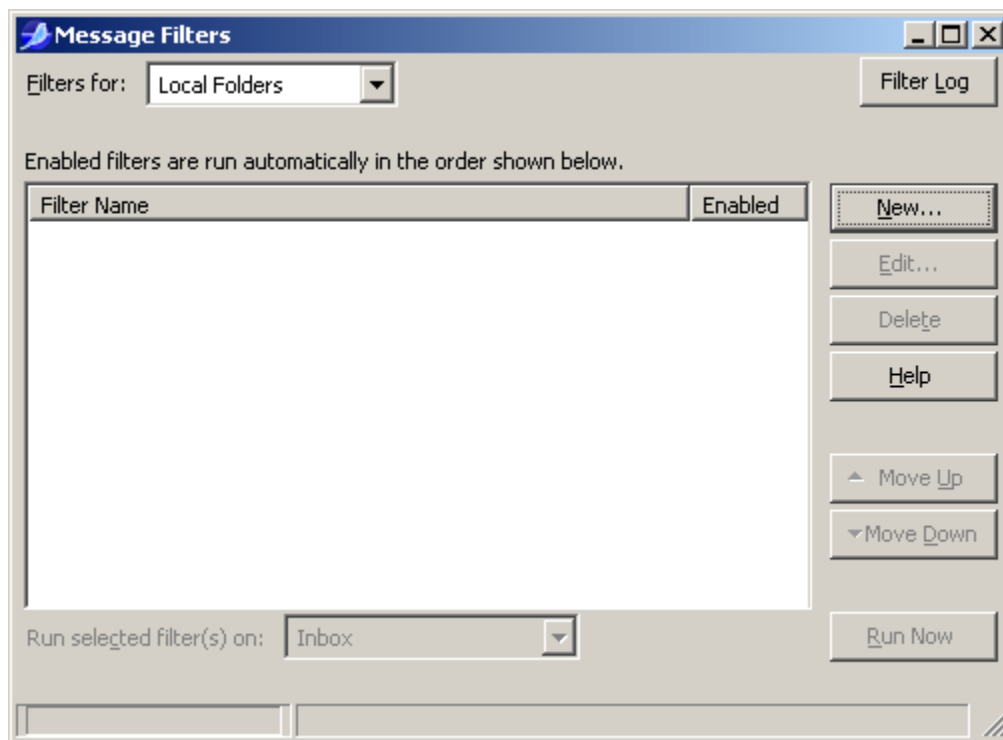
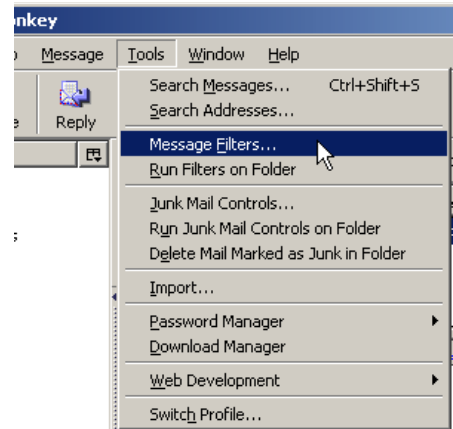
Step 1:

- Make sure that the **Junk Mail Controls** are enabled. To do this click the *Tools* menu and select *Junk Mail Controls*.
- This will open the *Junk Mail Controls* window. In the *Account* drop down box select the account select your LEK email account. For the other options be sure that you select/deselect the appropriate check boxes to match the screenshot below. Advanced users are free to select the options that suite them, however, we recommend the options below.
- When finished click *OK* and move on the next step.



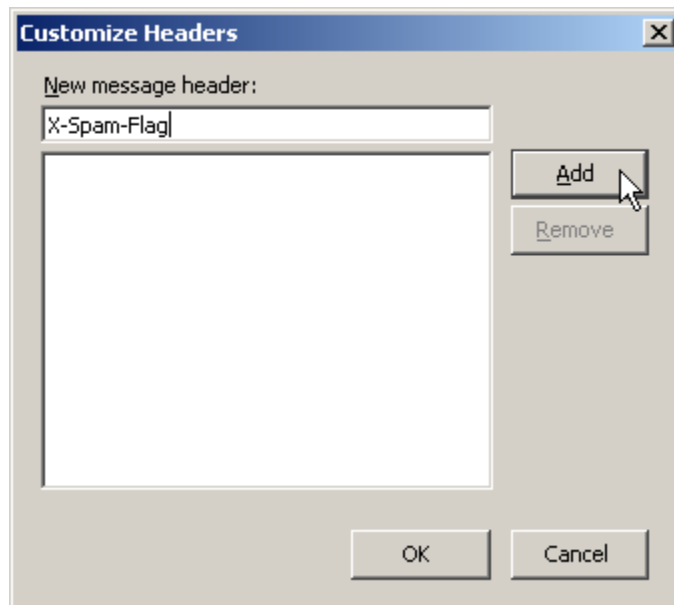
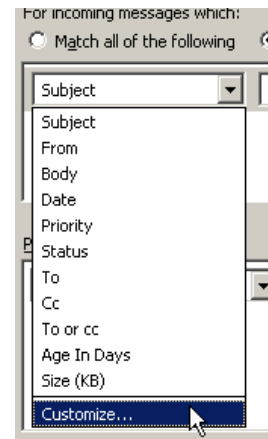
Step 2:

- Next, click the *Tools* menu and select **Message Filters**. This will open the *Message Filters* window. In the *Message Filters* window click the *New* button. This will open the *Filter Rules* window.



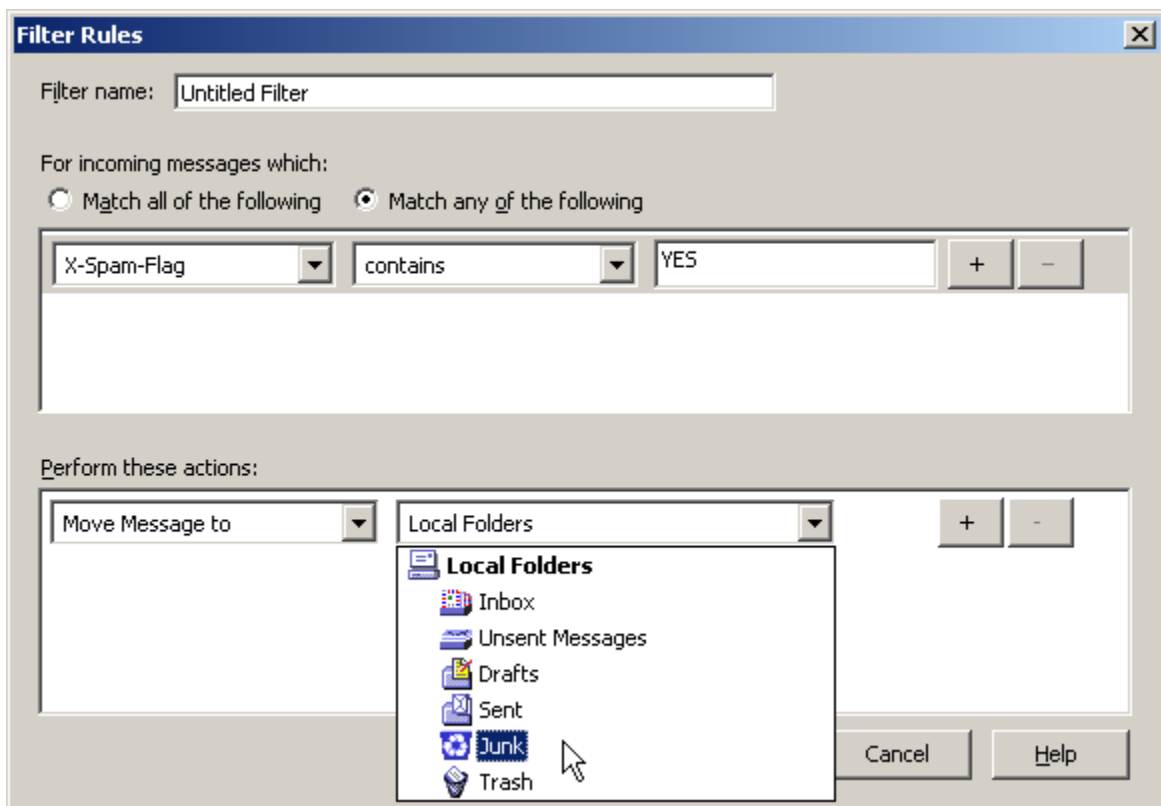
Step 3:

- In the **Filter Rules** window click the first drop down box that contains the word *Subject*. At the bottom of the this menu select *Customize*.
- This will open the *Customize Headers* dialog box. Here you will type '**X-Spam-Flag**' (pay close attention to the capitalization) and click the *Add* button. Click the *OK* button and you will be returned to the *Filter Rules* dialog.



Step 4:

- Back at the *Filter Rules* window click the same drop box used in the previous step and select the *X-Spam-Flag* option. Then type (in all caps and without the quotes) 'YES'.
- In the lower text box leave the first drop down box set to *Move Message to*, and click the *Local Folders* drop down to reveal the rest of your mailbox folders. Select the appropriate folder to move the junk messages (in this case it is the *Junk* folder).
- You may change the *Filter name* in the text box at the top of this window if you prefer (e.g., LEK Spam Filter).
- Now click the *OK* button at the bottom of the *Filter Rules* window.



Step 5:

- Click your new message rule so it becomes highlighted. Below the text box there is a drop down box titled *Run selected filter(s) on:*, and the option to select a folder. Leave it set to *Inbox* and click the *Run Now* button at the far right. This should move any messages that LEK servers marked as spam to you *Junk* folder (no messages may be moved if you have already deleted/moved your junk messages out of the *Inbox*).
- Let the filter run for a day, and you should see most of your incoming spam messages moved to the specified junk folder. If no messages are being moved please call LEK Support during regular business hours for assistance.

