

Instructions for User-Defined Spam Settings

To set up your email account to automatically delete suspected spam before it arrives in your account:

1. Log on to CCL Webmail at <https://mail.counselschambers.com.au/> using your CCL username and password.
2. Expand the “Mail” menu by selecting the + symbol in the left hand menu.



Figure 1: Expand the Mail Menu

3. Select the “Spam” menu option.

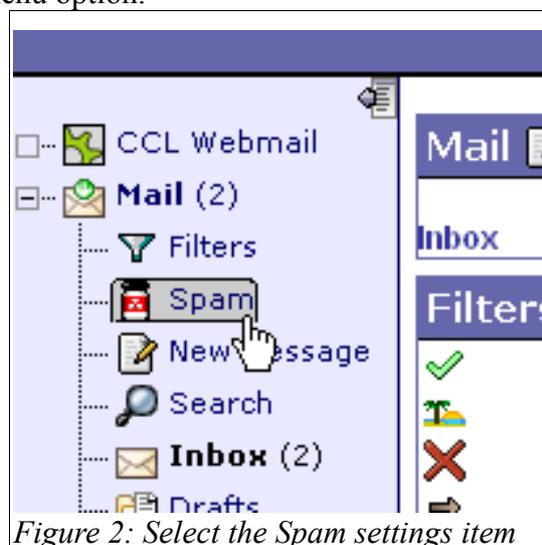


Figure 2: Select the Spam settings item

- The Spam settings page will open. “Tag level” is the score at which results of the spam scan will be added to the headers of the email (this is normally not seen – an is used mainly for technical information).

If an email scores higher than “Required Score” the prefix “*****SPAM*****” will be inserted in the Subject line.

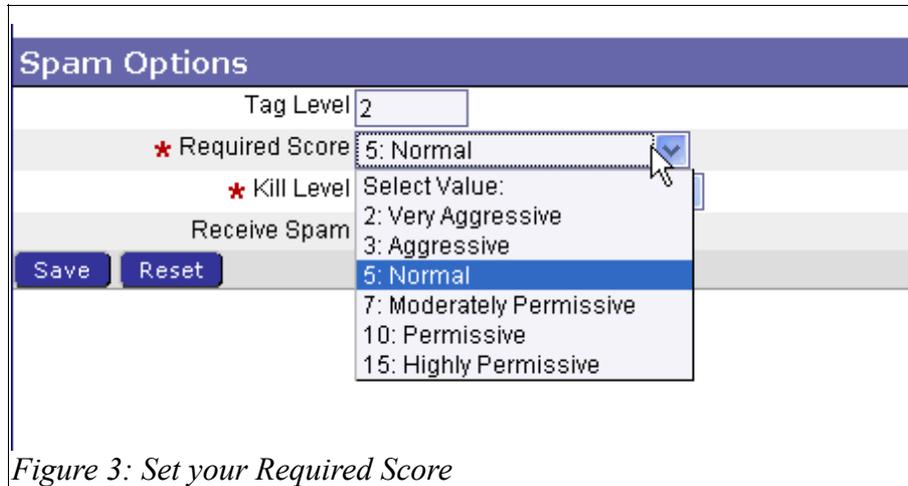


Figure 3: Set your Required Score

- To delete suspected spam automatically (not recoverable) set “Kill Level” to a value which you would like emails to be deleted (aggressiveness of values are shown), then uncheck the “Receive Spam” box.

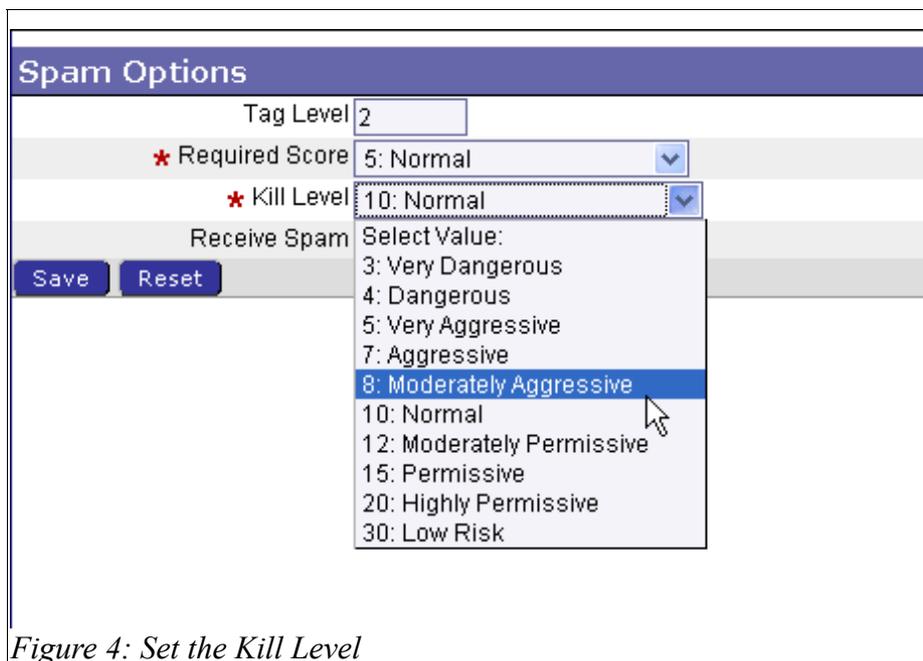


Figure 4: Set the Kill Level

- To save your settings, press the “Save” button.

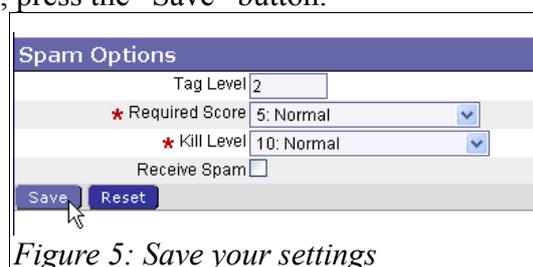


Figure 5: Save your settings