
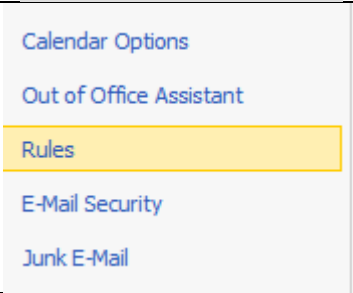
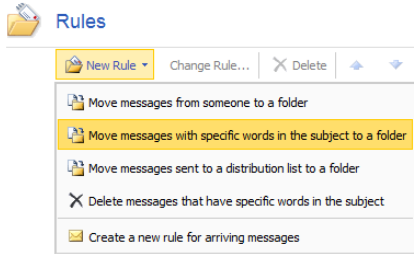
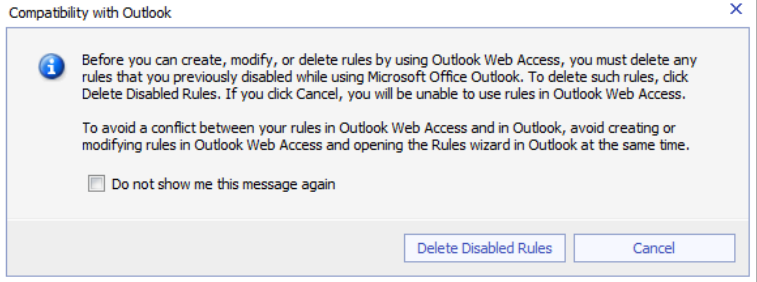
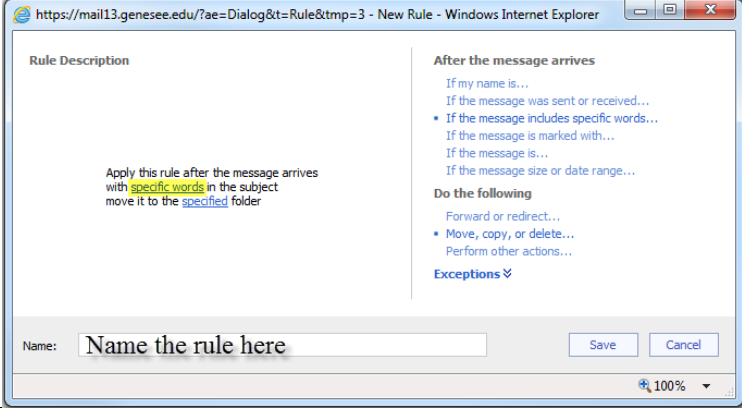
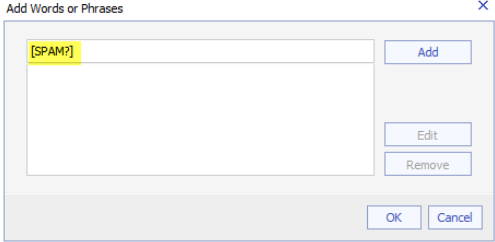

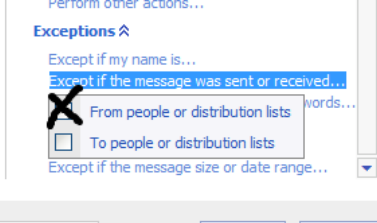
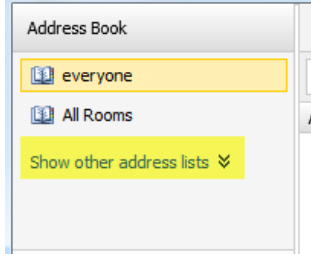
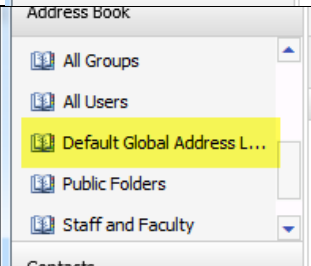
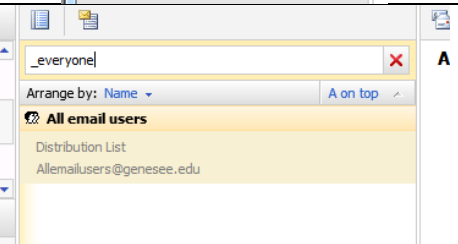
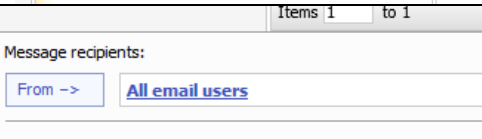


Log into your Genesee email in a web browser. The example here uses **Internet Explorer**; Firefox and Chrome will allow you to set up rules, but the steps will be different.

<p>Click on Options (in the upper right corner)</p>	
<p>Then on Rules</p>	
<p>Click on New Rule > Move messages with specific words in the subject to a folder</p>	
<p>Go ahead and delete those disabled rules; it won't let you go any further if you do not.</p>	
<p>Give the rule a name; Spam Filter will work. Then click on the "specific words" link.</p>	
<p>Type this EXACTLY: [SPAM?] -- then click Add and then OK</p>	

<p>Click OK, then click “move it to a specified folder” and click “Junk E-mail”</p>	
<p>Click on Exceptions on the right and then “Except of the message was sent or received...” and select “From people or distributions lists”</p>	
<p>Click on “people or distribution lists” and then on “Show other address lists”</p>	
<p>Scroll to find “Default Global Address List” and click on that</p>	
<p>Type in the search line exactly: <code>_everyone</code> Select “All Email Users”</p>	
<p>Click the From button at the bottom and then OK</p>	
<p>Your rule should look like this:</p>	<p>Apply this rule after the message arrives with "[SPAM?]" in the subject move it to the <u>Junk E-mail</u> folder except if from <u>All email users</u></p>

Click on **Save**.

Now any messages tagged by the spam filter will go into your Junk Email folder. Check your Junk Email folder occasionally for messages incorrectly tagged as Spam.

Then clear the Junk Email folder by deleting all the messages.