



# CountyStart Networks Support

*CountyStart.net Works!*

## Creating SPAM Filter Rules for your POP3 Email

The first thing you need to do is go to your webmail login on the Internet by typing in the address: mail.YourWebsiteAddress.com



Next, type in your email address and then password.

hostmonster

HELP

Webmail Login

Email Address  
scott@countystartnetworks.com

Password  
●●●●●●●●

Login

You will enter a screen that appears like this once you have entered your login information.

HOME

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HELP LOGOUT

CPANEL 11

You are logged in as **scott@countystartnetworks.com**

**horde**  
Read Mail Using Horde  
[ Enable AutoLoad ]

**roundcube**  
Free webmail for the masses  
Read Mail Using RoundCube  
[ Enable AutoLoad ]

**SquirrelMail**  
WEBMAIL FOR NUTS  
Read Mail Using SquirrelMail  
[ Enable AutoLoad ]

Change Password   Auto Responders   Configure Mail Client   Email Delivery Route   **Email Filtering**

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Click on the "Email Filtering" as designated by the red arrow to enter the following screen:

CPANEL 11

**Edit Filters for scott@countystartnetworks.com**

In this area you can manage filters for your main account.

Video Tutorial

**Create Filter**

**Create a New Filter**

**Current Filters**

FILTER NAME	ACTIONS
You have no filters set up.	

After you click on the "Create a New Filter" button as designated by the red arrow, you will enter a screen that looks like this:

CPANEL 11

### Edit Filter for scott@countystartnetworks.com

Please create or edit a filter below. You can add multiple rules to match subjects, addresses or other parts of the message. You can then add multiple actions to take on a message such as to deliver the message to a different address and then discard it.

**Filter Name:** Rule 1 ! Filter Name cannot contain "Converted Rule" or "Rule <number>"  
The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten.

**Rules**

From equals

**Actions**

Discard Message

Activate

Go Back

In this page you will first create a new Filter Name.

**Filter Name:** Our First Spam Rule ✓

The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten.

Then you will make your first Rule:

**Rules**

1 From equals 2 3 4

1. This first dropdown will enable you to choose the area in which you want to apply the rule to, and the contents of this drop down is:
  - From, Subject, To, Reply Address, Body, Any Header, Any Recipient, Has not been previously delivered, is an error message, SPAM Status, SPAM Bar, SPAM Score.
2. This drop down allows you to choose how it the rule is suppose to match the criteria going to be listed.
  - equals, matches regex, contains, does not contain, begins with, ends with, does not begin, does not end with, does not match, is above (#'s only), is not above (#'s only), is below
3. This is the information you designate as the "to look for" criteria of your rule.
4. This + arrow allows you to add an additional rule to this setting, or subtract one out with the minus.

### Actions

Discard Message 5 6 - +

5. This function allows you to choose exactly where you want the designated SPAM message to be sent: discard message, redirect to email, fail with message, stop processing rules, deliver to folder.
6. This function allows you to add an additional action to your rule, or subtract one off through the minus.

Filter Name:  ✓

*The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten.*

### Rules

From ↓ equals ↓ - +

### Actions

Discard Message ↓ - +

Activate 7

[← Go Back](#)

7. Next you need to activate this rule by clicking the "Activate" button to add it to your list of Rules.

Here is sample of what a Rule may look like filled in before activation.

Filter Name:  ✓

*The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten.*

### Rules

From ↓ equals ↓ or ↓ - +

Spammer1

Subject ↓ equals ↓ - +

Junk

### Actions

Discard Message ↓ - +

Activate

Below you will see your new rule being displayed in your Rules management list.

HOME

HELP LOGOUT

# hostmonster

CPanel 11

## Edit Filters for scott@countystartnetworks.com

In this area you can manage filters for your main account.

Video Tutorial

### Create Filter

### Current Filters

FILTER NAME	ACTIONS
★ Our First Spam Rule	<a href="#">Edit</a> <a href="#">Delete</a>

Just rinse and repeat in order to make additional "SPAM Rules" for your POP3 Email account.

Good Luck!