

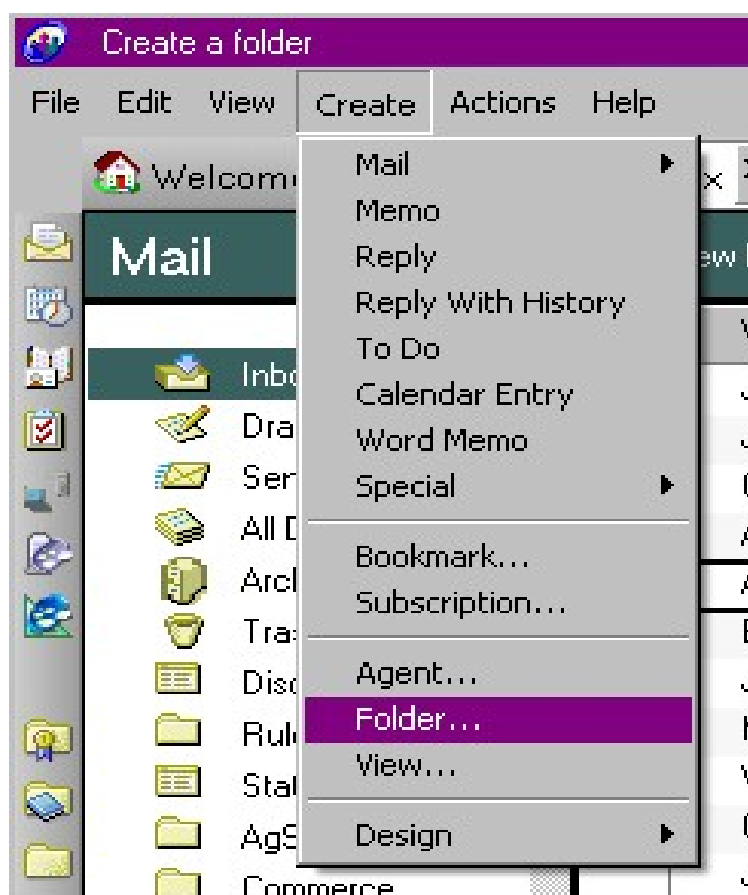
Set-up Lotus Notes Spam folder

A Lotus Notes “Spam Filter Agent” has been applied to your Lotus Notes database. The “Spam Filter Agent” will scan all new mail messages headers and filter all spam messages that match the spam criteria set by IT Resources.

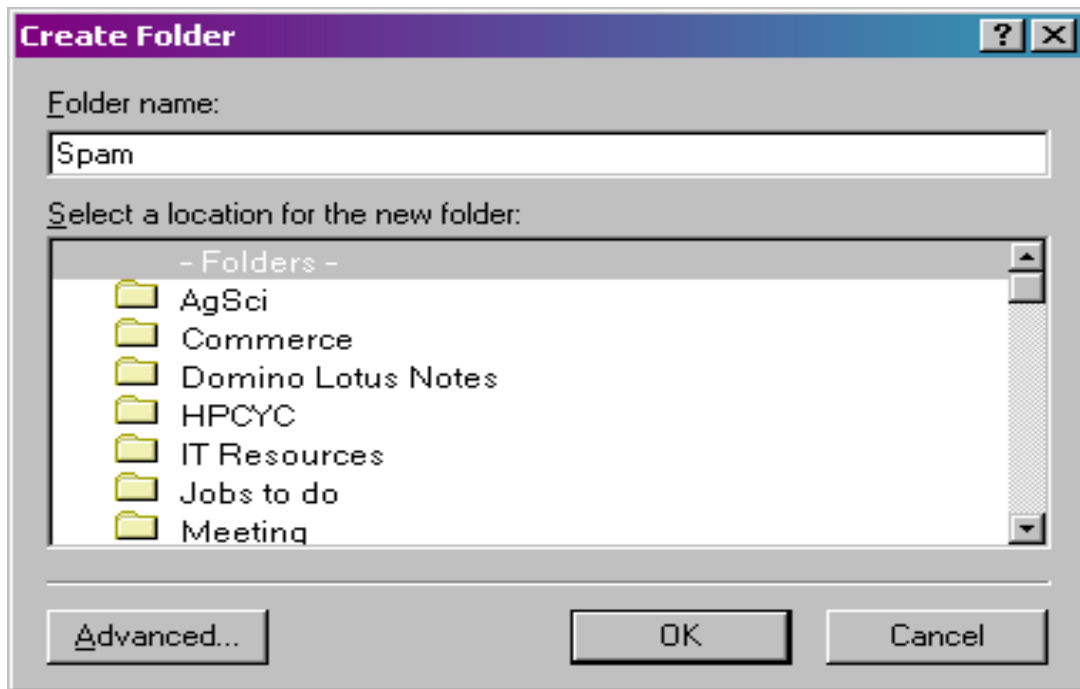
In order to view spam messages that have been filtered in your Lotus Notes database, you are required to create a spam folder, called ”Spam” within the Lotus Notes application. This “Spam” folder is going to store all your spam messages, which has been detected by the spam filter agent after the messages have arrived in your Inbox.

To create the spam folder, in your Lotus Notes application menu, choose:

Create → Folder...

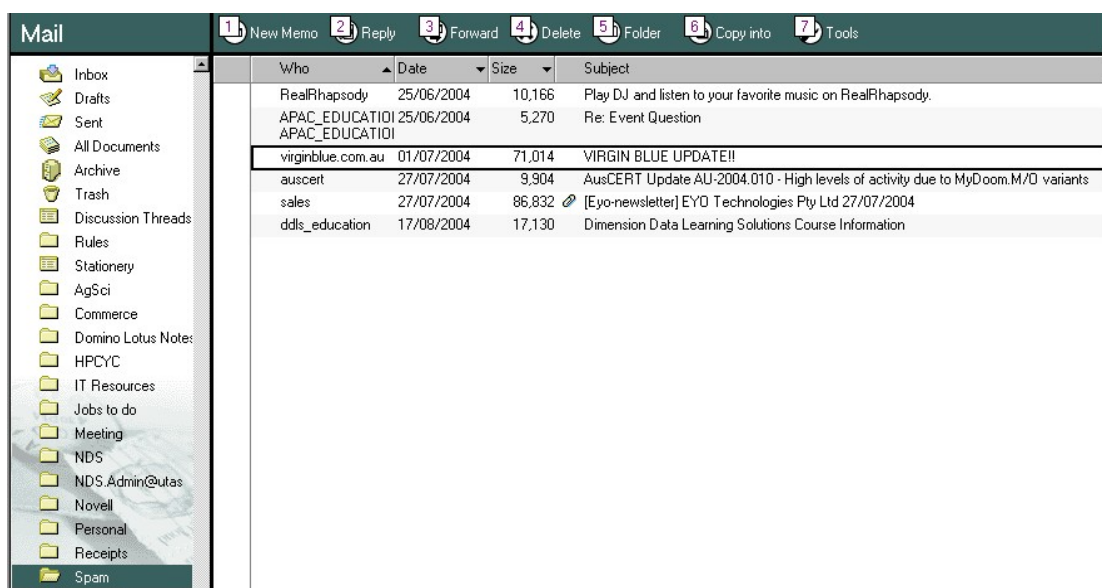


Create a folder name: **Spam**



and select OK to finish.

Once spam messages have been detected by the Lotus Notes filter. They will be moved to your “Spam” folder. Below is an example of a “Spam” folder contains spam messages.

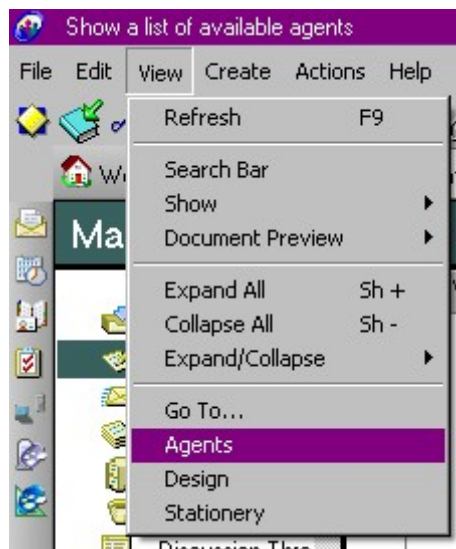


Disable Lotus Notes Spam Filter Agent

The “Spam-Filter-Explicit-Deletion” agent has applied to your Lotus Notes database. This filter will scan and delete any new in coming message content “*Racial Discrimination*” or “*Sexual Discrimination*” expression in the email message headers.

However, if you wish to disable the above spam filter agent, you need go through the following steps in you Lotus Notes:

View → Agents



Select the “Spam-Filter-Explicit-Deletion” agent

<input type="checkbox"/>	Redirect	Menu	Shared	05/01/2004 12:24:33 PM	✓	✓
<input type="checkbox"/>	Send Memo to Database Manager	Menu	Shared	19/10/1999 11:41:06 PM	✓	✓
<input checked="" type="checkbox"/>	Spam-Filter	After mail arrives	Shared	21/09/2004 03:02:24 PM	✓	✓
<input checked="" type="checkbox"/>	Spam-Filter-Explicit-Deletion	After mail arrives	Shared	21/09/2004 02:47:34 PM	✓	✓
<input type="checkbox"/>	Update Tasks	Update Tasks	Scheduled	10/08/2004 03:18:06 PM	✓	✓
<input type="checkbox"/>	Upgrade this folder or view to R5 des	Menu	Shared	14/02/2003 01:01:34 AM	✓	✓
<input type="checkbox"/>	(AddSenderToAddressBook)	Hidden	Shared	14/02/2003 01:01:35 AM	✓	✓

And de-select the tick box on the left hand-side of the agent.

The “Spam-Filter-Explicit-Deletion” has been disabled as shown.

<input type="checkbox"/>	Redirect	Menu	Shared	05/01/2004 12:24:33 PM	✓	✓
<input type="checkbox"/>	Send Memo to Database Manager	Menu	Shared	19/10/1999 11:41:06 PM	✓	✓
<input checked="" type="checkbox"/>	Spam-Filter	After mail arrives	Shared	21/09/2004 03:02:24 PM	✓	✓
<input type="checkbox"/>	Spam-Filter-Explicit-Deletion	After mail arrives	Shared	21/09/2004 02:47:34 PM	✓	✓
<input type="checkbox"/>	Update Tasks	Update Tasks	Scheduled	10/08/2004 03:18:06 PM	✓	✓
<input type="checkbox"/>	Upgrade this folder or view to R5 des	Menu	Shared	14/02/2003 01:01:34 AM	✓	✓
<input type="checkbox"/>	(AddSenderToAddressBook)	Hidden	Shared	14/02/2003 01:01:35 AM	✓	✓

Close the agent window to finish.