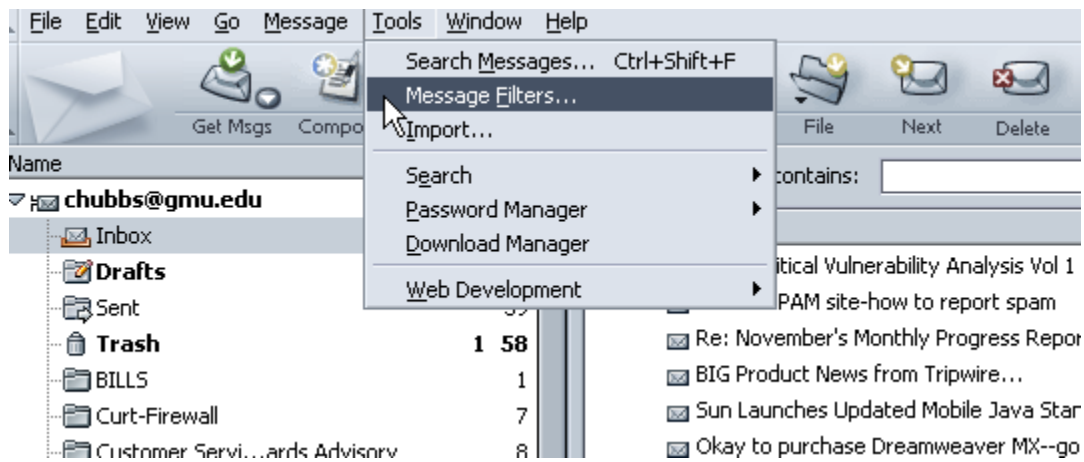
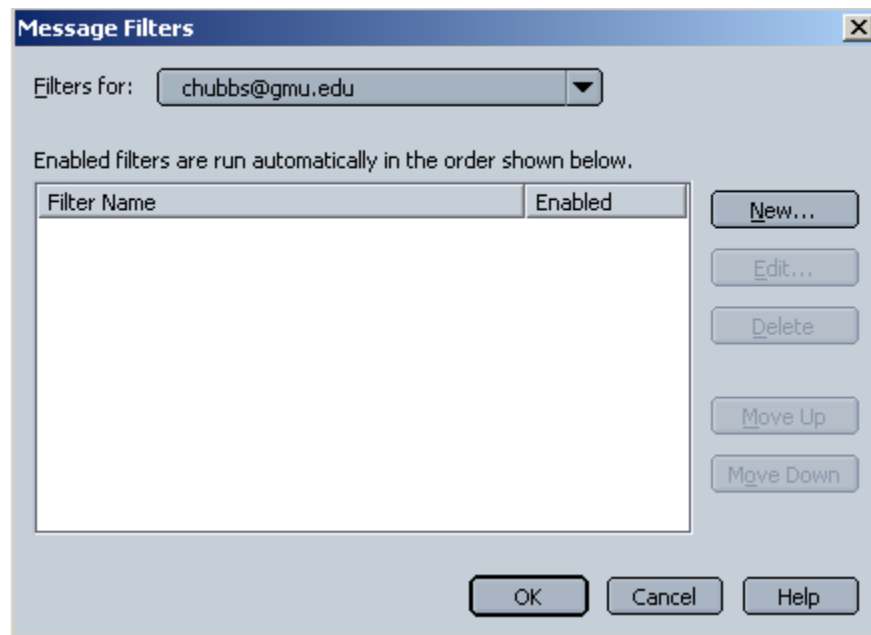


Netscape Version 7

Select “Message Filters” from the “Tools” menu in your Mail & Newsgroups window.



The message filter screen will pop up. Click on the “new” button.



The filter rules window opens. Here is where the user must make decisions and fill in the blanks. I have taken the time to do the following.

1. I named my filter. A user can create a single filter OR create several individual filters. For the example below I have decided to create a filter that focuses on catching a particular spam message that I receive intermittently about a cream for

fixing my skin discoloration problems. (What I want to know is how do they know I have age spots?!). Anyway I named my “Filter name” “skindiscoloration.

2. I clicked on the radio button that said, “Match any of the following.” Note in the field below the 2 radio buttons there are 3 criteria listed. By default this section only had one entry. I chose the button below labeled “more” to make a total of 3 criteria. I tried to be selective with the words I chose so that I won’t filter messages that may be of importance. I figure it is unlikely I would receive any business related messages that have “skin” in the “subject” but I do know that this particular Spam often does put skin there. I then decided to select “Sender” and “body” hoping that by providing multiple descriptors the offending message will be caught.
3. Finally the last section is labeled “Perform this action”. I selected “Move to folder” and I had already selected the button on the lower right labeled “New folder” to create a folder named “SPAM” to collect everything in. You can name the folder anything you want.
4. Click OK to accept. And watch to see if you catch anything.

As you receive different Spam you will likely have to update your filter rules. If you want to make more just start from the beginning by selecting from the “Tools” menu then “Message filters,” etc.

