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## Sending CCSF Barracuda [BULK] messages to a GroupWise folder

This handout tell you how to set up GroupWise to automatically sort emails flagged as possible Spam by the Barracuda Spam filter program to a folder. **You don't have to do this.** However, diverting [BULK] messages to a separate folder makes it easier to manage your email.

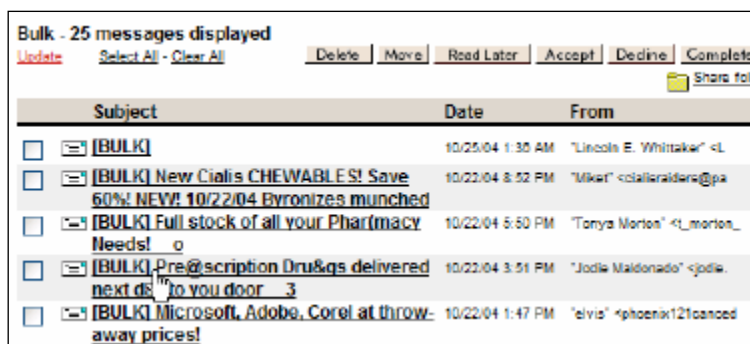
### Barracuda [BULK] tag: Overview

The Barracuda Spam filter, now part of CCSF GroupWise email system, automatically rates how likely incoming messages are to be Spam:

1. Messages that get a possibly-Spam rating have a **[BULK]** tag added to their subject lines. These messages appear in your normal email list.
2. Messages most likely to be Spam (a **higher probability** than the [BULK]-tagged messages) are **quarantined** and sent to you for review in a “**Quarantine digest**” **message**—described in the separate *CCSF Barracuda Spam filter* handout.

### Diverting [BULK] messages to a separate folder

You can create a “rule” in GroupWise that separates tagged messages into their own folder. When you finish the process outlined here, you will have a folder looks like this in the GroupWise Web client.



Subject	Date	From
[BULK]	10/25/04 1:30 AM	"Lincoln E. Whitaker" <L...
[BULK] New Cialis CHEWABLES! Save 60%! NEW! 10/22/04 Byronizes munched	10/22/04 8:52 PM	"Mike" <colateral@pa...
[BULK] Full stock of all your Pharmacy Needs!	10/22/04 6:50 PM	"Tonya Morton" <tmorton_...
[BULK] Pre@scription Dru&qs delivered next d@ to you door 3	10/22/04 3:51 PM	"Jodie Maldonado" <jodie...
[BULK] Microsoft, Adobe, Corel at throw-away prices!	10/22/04 1:47 PM	"elvis" <phoenx121@anced...

Once you have isolated these messages in a folder, you can easily open any that may not be spam, move them back to your inbox, and inform the filter that they are not SPAM [HOW?]. Then you can select the rest and delete them.

The system will not delete messages marked [BULK] automatically.

It doesn't matter whether you create a rule to send messages marked [BULK] to a separate folder on the Windows GroupWise program or the Web version of GroupWise. Once set up, the rule works no matter which program you use to see you GroupWise email. We'll show you the easiest way to make the rule first—using the browser-based Web interface for GroupWise. Windows client instructions are on page 3.

### Create a New folder for tagged messages (Web client)

Open Internet Explorer and then open your GroupWise email:

- Enter **gww.ccsf.edu** in the Address box
- Click to choose a server
- Enter your GroupWise login and password

1. In the left frame in the Folders area, click **Add Folder**

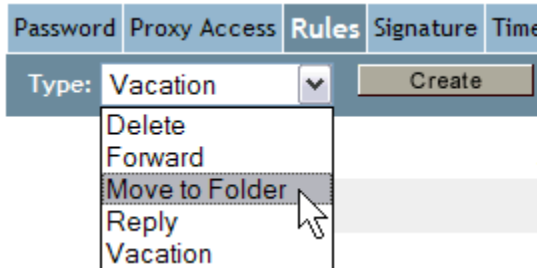
Name the folder (something like Bulk)

2. Click **OK**.

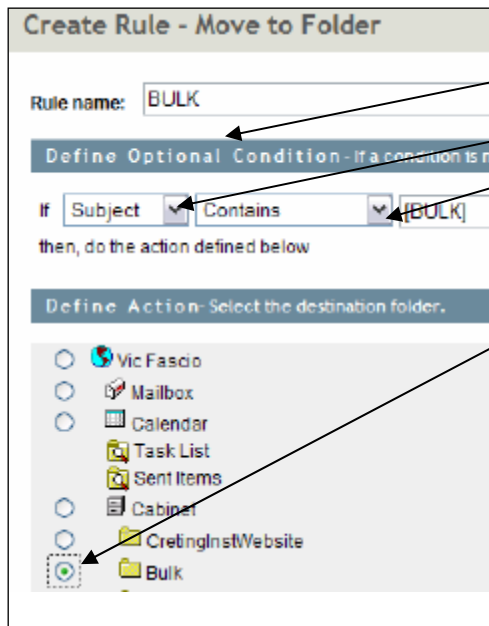
## Create a GroupWise Rule: Move tagged messages to your new folder (Web client)



1. Click the *Options* Icon at the top center of the GroupWise Web screen. A tabbed window appears.
2. Click the **Rules** Tab to bring it forward.



3. Click the down arrow to the right of *Vacation* and click **Move to Folder**.
4. Click the **Create** button. The *Create Rule – Move to Folder* screen appears.



Type a name for the rule—I've called it BULK.

1. Click the down-arrow to the right of the If box and choose **Subject**.
2. If you need to, click the down-arrow to the right of the second box and choose **Contains**.
3. Type [BULK] in the third box: this will catch all your tagged email.
4. Click the round button beside your Bulk folder.
5. Use the slider if you have to move to the bottom of the window and click the **Save** button.
6. The Options — Rules window reappears. Make sure that the box beside your new rule is checked and click the **Save** button. That's it!

## Maintenance

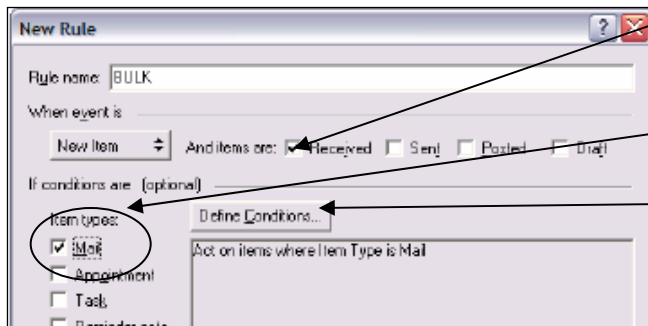
Use either the Web or Windows GroupWise programs to open your BULK folder. Go there often to check to “false positives” (messages tagged as [BULK] that might not be), and to delete messages. Remember: the system will not clean out this folder for you.

## Create a New folder for tagged messages (Windows client)

1. On your CCSF Windows computer, double-click the GroupWise globe icon to start the Windows GroupWise email program
2. **Right-click** the Cabinet icon and click *New Folder* from the pop-up menu.
3. Name your folder (I'll call mine BULK) and speed through the remaining windows by clicking the Next and Finish buttons (the pre-selected default settings work fine).

## Create a GroupWise Rule: Move [BULK] messages to your new folder (Web client)

1. On the menu bar, click **Tools** → **Rules** to open the Rules window.
2. Click the **New** button. The New Rule window appears.

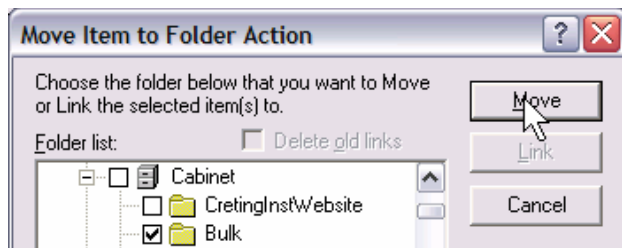


3. On the *New item* line, click to check the box beside **Received**.
4. Under *Item types*, click to check the box beside **Mail**.
5. Click the **Define Conditions** button

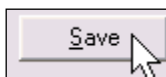
6. Click the Down-arrow to the right of the first box and choose *Subject*.



7. Type **[BULK]** in the second box.
8. Click **OK**.
9. Click the **Add Action** button and choose Move to Folder. The *Move Item to Folder Action* window appears



10. You may have to click the plus sign beside the Cabinet to see your new folder.
11. Click to choose the box beside your bulk folder.
12. Click the Move button.



13. **IMPORTANT!** Click the **Save** button to store your rule.
14. In the Rule window, make sure that your new rule has a check mark beside it.
15. Click Close to finish.