UNIVERSITY OF Cincinnati

Eudora Junk E-mail Filter Help

Provided by: CoB Technology Group
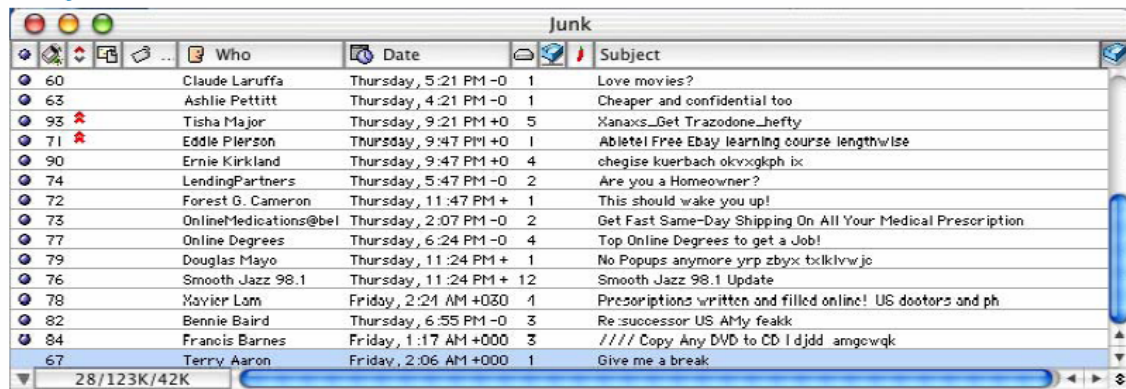*Revised: 3/3/2004*

Abstract

This tutorial explains the Eudora 6.0 Junk email filter. It also shows users how to set it up and make changes to it.

Once you install Eudora 6.0, Eudora will ask you if you want to install a new mailbox called Junk to hold junk email messages (spam). The Junk mailbox appears in your mailbox list. The Junk mailbox is a special mailbox like the In, Out, and Trash mailboxes. It cannot be deleted or renamed.

sample Junk mailbox

When you check for mail, Eudora recognizes which incoming messages are junk, and those messages are filtered into the Junk mailbox. Your incoming mail goes through the Junk filter before any other filter you may have set up. After a certain number of days (30 days is the default), Eudora automatically deletes these messages.

Occasionally, Eudora may think a message is junk when it is not.

To manage messages in the Junk mailbox that is not junk.

1. Scan the messages in the Junk mailbox and select and highlight those that you consider not junk mail.

2. From the Message menu, choose **Not Junk**.

Message menu with Not Junk option selected

Message	Transfer	Special
New Message		⌘N
Reply		⌘R
Forward		
Redirect		
Send Again		
New Message To	▶	
Forward To	▶	
Redirect To	▶	
New Message With	▶	
Reply With	▶	
Attach Document...	⇧⌘A	
Attach	▶	
Send Immediately	⌘E	
Change	▶	
Junk		
Not Junk		
Delete	⌘D	

By choosing the Not Junk command, the messages you selected are automatically filtered to go to the designated mailboxes you have previously set up.

NOTE: With time, Eudora learns which messages you deem not junk and filters them to your designated mailboxes automatically.

Conversely, if you find Junk mail in your other mailboxes, just choose Junk from the Message menu, and these messages are transferred to the Junk mailbox. Over time, Eudora eventually learns to recognize these messages as junk and filter them into the Junk mailbox.

Changing the Junk Mail Settings

You can change Junk Mail settings in the Junk mail settings dialog. In this dialog, you can determine at what junk score level you wish your messages to be filtered and adjust other junk mail options.

To display the Junk Mail settings dialogue.

1. From the Special menu, choose Settings.
2. Scroll and click the Junk Mail icon.

The Junk Mail Settings dialog appears.

Junk Mail settings

3. Select the settings you want to change. Following are the descriptions of the settings.

Junk Threshold—Eudora distinguishes junk mail by a scoring system. You can adjust this scoring thresh hold by using the slide bar indicator. If you slide the arrow to a lower number, Eudora filters out more junk mail but may also mistakenly filter more valid mail to the Junk mailbox. If you slide the arrow to a higher number, Eudora filters less junk mail but is less likely to incorrectly filter valid mail. The default setting is 50.

Junk & Address Books

Mail isn't junk if the sender is in an address book—Check this box to indicate that mail coming from people in your address book(s) should never be marked as junk mail.

NOTE: Do not turn on the following field unless the Mail isn't junk if the sender is in an address book box is checked.

Put Not Junk-ed senders in address book—Check this box to indicate that senders of valid mail found in the Junk mailbox are to be added to your address book when you select Not Junk from the Message menu. Future mail from this sender will never be filtered to

the Junk mailbox again. This function only works when the previous option is checked.

Junk Mailbox

Hold junk in Junk mailbox—Check this box if you want Eudora to filter what it considers junk mail to the Junk mailbox. If this is not checked, junk mail appears in your In box and is scored. To see the junk mail score, go to the Mailbox Display settings dialog in the Special menu and check the Junk box (located under the Columns section).

Junk mailbox is never marked unread—Check this box if you don't want your Junk mailbox to indicate that it contains unread mail.

Remove mail that is at least _ days old—Enter the number of days you'd like Eudora to keep junk mail in the Junk mailbox. Eudora scans the Junk mailbox periodically and removes the messages after the set number of days you enter in this field.

Warn before removing—Check this box if you want Eudora to warn you that junk mail messages are about to be removed from the Junk mailbox.

Command Key

Use cmd J for "Junk"—Check this box if you want to assign Cmd+J short cut key for Junk mail movement.