Junk E-mail Filtering using EOP and Mac Mail

Logging in to E-mail
- If you are an Emory University employee using Exchange on premise then you can login in to your Mac Mail client.

What is EOP (Electronic Online Protection)?
- EOP is the spam filtering service that Emory is now using and is replacing the old spam filter called Postini.
- It is a Microsoft application and works in addition to Mac’s Junk Mail filtering.

Three Levels of Junk E-mail Filtering
1. Spam or Junk Mail will be filtered by EOP first.
2. Then Mac Mail will filter the message.
3. Then each user has the ability to manage any other spam that “gets through” by setting up Junk E-mail Options within Mac Mail.

Setting Junk E-mail Options
1. On the toolbar, select Mail, then Preferences, then Junk Mail...

<table>
<thead>
<tr>
<th>Enable junk mail filtering</th>
<th>Turns Junk e-mail protection on or off.</th>
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<tbody>
<tr>
<td>Leave in Inbox</td>
<td>Leaves the junk message in the inbox but indicates it is junk mail (Training). The junk message will be highlighted in brown and will have a banner across the top of the message. This allows the user to train the junk mail filter by individually selected messages and mark as junk.</td>
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<tr>
<td>Move to Junk Mail</td>
<td>This moves all junk messages automatically to the Junk Mail folder.</td>
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<tr>
<td>Perform Custom Actions</td>
<td>Turning this option allows user to click the Advanced button. The Advanced button displays your Junk Mail rule set and allows you to edit your rules.</td>
</tr>
<tr>
<td>Exempt from Junk Mail filtering</td>
<td>You have the option to select/deselect what types of messages will never be marked as junk mail.</td>
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Marking Messages in Inbox as Junk
- You can train your Junk Mail filter by leaving the option as Leave in Inbox (Junk E-mail Options) then mark any E-mail message as junk by right-clicking (or Ctrl+clicking) on the message, select Mark, and selecting as Junk Mail.
  - You can also click the Thumbs down (or Junk) button in the toolbar.
  - The message is NOT moved to the junk folder but instead stays in the Inbox and is marked as junk. This is how you train Apple Mail to learn what to mark as junk.
- Once you have marked all of the junk messages you can then go back into Junk E-mail Options and change the setting to Move it to the Junk mailbox and then all of the current junk messages and any future junk messages will move to the Junk folder.

Unmarking Messages as Junk
- You can quickly unmark any E-mail message as junk by right-clicking (or ctrl+clicking) on the message in the Inbox or the Junk E-mail folder, select Mark, then select Mark as Not Junk.
You can also select the message and click **thumbs up** in the toolbar or the **Not Junk** button at the top of the email message.

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**Emptying the Junk E-mail Folder**
1. Right-click (or ctrl-click) the Junk E-mail folder
2. Select **Erase Junk Mail**

**Set up Mail to Automatically Empty Junk Folder**
1. Go to **Mail, Preferences** and click **Accounts**.
2. Select an account and then click the **Mailbox Behaviours** tab.
3. In the Junk section you can choose whether to keep junk messages or to automatically delete them when they are a day, a week or a month old. There's also an option to automatically delete all junk emails when you quit Mail. The Never option is set by default, so the Junk mail folder will grow without limit.