

## Setting up Horde web email to remove spam before it gets downloaded to your PC

Time this will take - 15 minutes.

What is Horde? Horde gives you direct online access to your POP3 mail box where the email is stored before you download it.

Why would you do this tutorial? To delete your overnight SPAM before it hits your PC.

Unfortunately Horde will not delete spam unless you open the webmail interface.

If you follow the instructions below and when you get into the office in the morning you open your web browser and Horde before opening your email client and doing a send and receive, Horde will delete most of your spam stopping your PC and internet connection slowing down to a snails pace while it sorts all your SPAM out.

Open Horde <http://80.175.48.51/horde/imp/mailbox.php> If you do not know how to do this please refer to your SITE INFORMATION DOCUMENT you've been sent or contact alan@atnet.co.uk

1. Once Horde is open click on the options menu button at the top.
2. PERSONAL DETAILS. This is optional in case you are going to use Horde to respond to emails if you are away. If not there's no need to bother. SKIP TO No 12.
3. Open PERSONAL DETAILS
4. Select EDIT YOUR IDENTITY
5. Leave as the DEFAULT and add your personal information into the boxes including a signature.
6. Tick SAVE SENT MAIL and select the DEFAULT selection from the drop down.
7. Now click on CREATE
8. Now go back to options by clicking OPTIONS in the top menu
9. Ignore SERVER INFORMATION, LANGUAGE and TIME ZONE.
10. We'll come back to FILTERS.
11. Click on MESSAGE VIEWING and tick the "Filter message content for profanity?" box.
12. Click SAVE OPTIONS.
13. Select "Deleting and Moving Messages"
14. Tick both boxes and click on SAVE OPTIONS.
15. Open MAINTENANCE OPTIONS and untick the top box "Perform maintenance operations on login?". All the top boxes here should be unticked."Purge old message in the Trash folder?" should be ticked. Leave rest at default.
16. Select DISPLAY OPTIONS.
17. Change the default number of email message displayed on the page from 20 to at least 100. I have mine set at 500 as it's easier to scroll down than open a new page.
18. Click on SAVE OPTIONS.
19. Ignore LOGIN TASKS as the default is fine for our purposes.

20. Select NEW MAIL.
21. Click on the drop down and select "Every 5minutes".
22. Leave the tick box blank and click on SAVE OPTIONS.
23. Ignore ADDRESS BOOKS. If you plan to use the online mail service instead of your PC mail client (e.g. Outlook Express) you can set up your address book here.
24. Now lets go back to FILTERS.
25. Tick the top 2 boxes "Apply filter rules upon logging on?" and "Apply filter rules when mailbox is refreshed?"
26. Click on SAVE OPTIONS
27. Click back on FILTERS then click on the "Edit your filter rules" link.
28. Here we can set up message filters in the same way we can in Outlook or Outlook Express. For example type the word "watches" into the box, tick the SUBJECT box and click on create. This creates a rule that deletes any emails with the word watches in the subject line. I suggest you continue to create rules for the following:
29. Search SUBJECT only for: watches, cartier, Re:, sex, manhood, adult, medical, enlarge, pills, orgasm, orgasms, sexually, sexuality, porno, casino, trader alert, trade notice, rolex. Please be careful and think about what your legitimate senders might use.
30. Search SUBJECT and BODY for: w4tches, repl1cas, blowjob, britney, penis, phallus, cock, ad0be, micros0ft, viagra, meds, medications, anatrim, pornstars, disc0unts, r0lex, pharmacy, cial1s, amb1en, v1agra, val1um, cial1s, xan4x, merid1a, pharm4cy, cart1er. Please be careful and think about what your legitimate senders might use.

## What now?

When you get into the office open your browser before your email client and log onto Horde. The filters will automatically run when you log in.

Open Horde by putting <http://80.175.48.51/horde/imp/mailbox.php> in your address bar. Your user name is your email address in full and your password is in your Site Information Document or you can email me at [alan@atnet.co.uk](mailto:alan@atnet.co.uk) for a copy.

NOTE: In your inbox there is the option to add senders to a black list. There is little point in using this as spammers constantly change email addresses. If you do use this facility you'll see the email address in the filters list when you next open it.