How to Modify Exchange SPAM filtering using OWA (Outlook Web Access)

Step 1

In your Internet browser, go to https://mail.uottawa.ca/OWA. You will be directed to the login screen, shown below. Enter your Exchange User name and Password and click on Sign in.

For Internet Explorer (IE) users only:

*If the “Use the light version of Outlook Web App” box is greyed out, please go to Step 2. If not, continue to Step 3.*

Step 2

In order to modify any rules, you will need to disable the light version of OWA. To do this, please follow the steps below in IE:

1. In IE, go to Tools and click on Internet Options.
2. Click on the Security tab and choose Local intranet.
3. Click on the Sites button, followed by the Advanced button.
4. Under the “Add this website to the zone” enter https://mail.uottawa.ca.
5. Click on Add then Close.
6. Click OK twice to get back to your login screen.
7. At this point enter your Exchange credentials (username and password).
Step 3

1. Once logged in, click on **Options** in the top right corner of the screen and select **Create an Inbox Rule**...

2. From the **Inbox Rules** window, click **New**.
Step 4

1. From the New Inbox Rule window, click on More Options.

   New Inbox Rule
   "Required fields
   Apply this rule...
   * When the message arrives, and:
     Select one

   Do the following:
     Select one

   More Options...

2. Under the heading * When the message arrives, and: select it includes these words and in the message header from the drop-down list.

   Apply this rule...
   * When the message arrives, and:
     Select one
     Select one
     It was sent or received
     It includes these words
     My name is
     It's marked with
     It's
     Its size is within the specified range
     It's received within a specific date span
     [Apply to all messages]
3. The **Specify Words or Phrases** pop up window will appear. In the **Type words or phrases here** box, enter **X-Barracuda-Spam-Score: 0.3** and click on the “+” button. Click **OK**.

**Note:** To further restrict SPAM messages, simply add additional conditions. For example, to redirect all messages with a score of 0.2 to the Junk Email folder, add “X-Barracuda-Spam-Score: 0.3”. Then add “X-Barracuda-Spam-Score: 0.2” as a separate item. (**See addendum for additional information**)

**Example:**

**New Inbox Rule**

*Required fields

Apply this rule...

^When the message
It includes these words

Specify Words or Phrases

Add Condition

Do the following:
Select one

Except if:
Add Exception

Stop processing now

Name of rule:

**OK**  **Cancel**

**X-Barracuda-Spam-Score: 0.2**

**X-Barracuda-Spam-Score: 0.3**
4. In the **New Inbox Rule** window, select **Move, copy, or delete** and **Move the message to folder** from the **Do the following** drop-down menu.

5. The **Select Folder** pop up window will appear. Select **Junk E-mail** from the list, click **OK** and then **Save**.
6. Delete the old spam filtering option by selecting it in your **Rules** list and clicking on **Delete**. The old rule should be called: X-uottawa-MailScanner-SpamScore: ~~~~~

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**ADDENDUM**

**Our default SPAM score is currently set at 4 on the server. To increase the sensitivity of the SPAM filter, you will need to **decrease** the SPAM score. For example, if you are seeing an increase in SPAM volume, we recommend implementing a SPAM score of 3, as outlined in the procedure.**

Please note that based on our analysis, filtering at a score of 3 or lower can block legitimate emails from reaching your inbox.

**Information provided by our vendor:** As a message passes through the last of the defense layers, it is scored for spam probability. This score ranges from 0 (definitely not spam) to 10 or higher (definitely spam). Based on this score, the Spam Firewall either tags, quarantines, blocks or allows (or sends, for outbound) the message.