

## 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**.

Microsoft  
Outlook Web App

Security ( [show explanation](#) )

This is a public or shared computer

This is a private computer

Use the light version of Outlook Web App

User name:

Password:

Connected to Microsoft Exchange  
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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.***

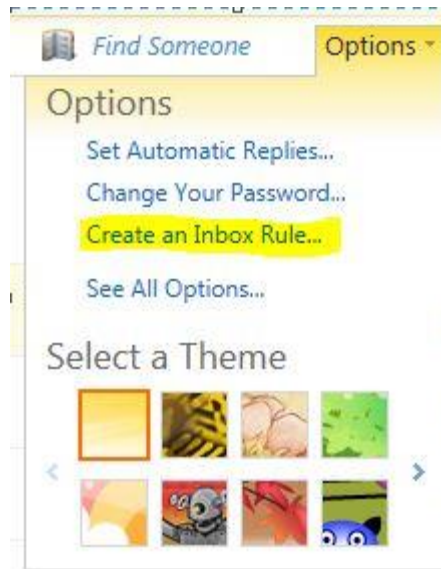
### Step 2

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:

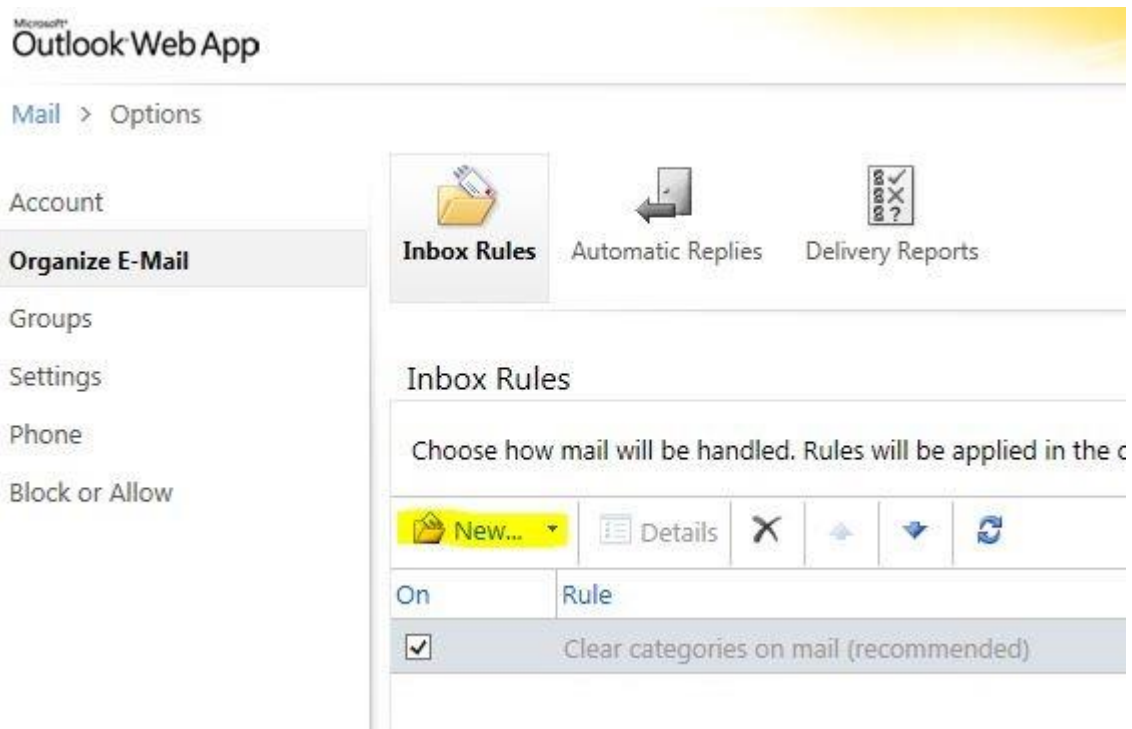
1. In IE, go to **Tools** and click on **Internet Options**.
2. Click on the **Security** tab and choose **Local intranet**.
3. Click on the **Sites** button, followed by the **Advanced** button.
4. Under the “Add this website to the zone” enter <https://mail.uottawa.ca>.
5. Click on **Add** then **Close**.
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

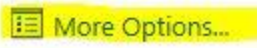
Apply this rule...

\* When the message arrives, and:

Select one ▼

Do the following:

Select one ▼

 More Options...

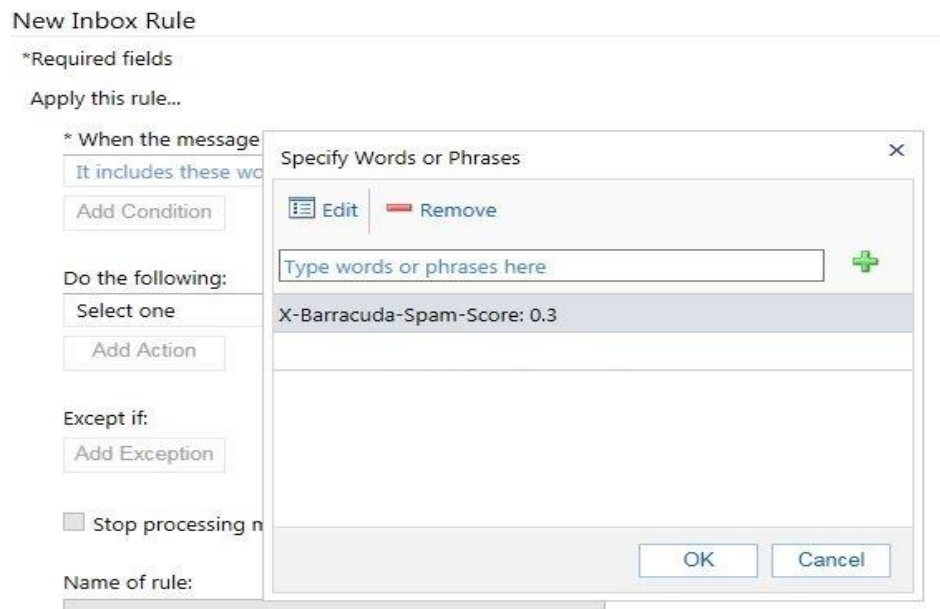
2. Under the heading **\* When the message arrives, and:** select **it includes these words** and **in the message header** from the drop-down list.

Apply this rule...

\* When the message arrives, and:

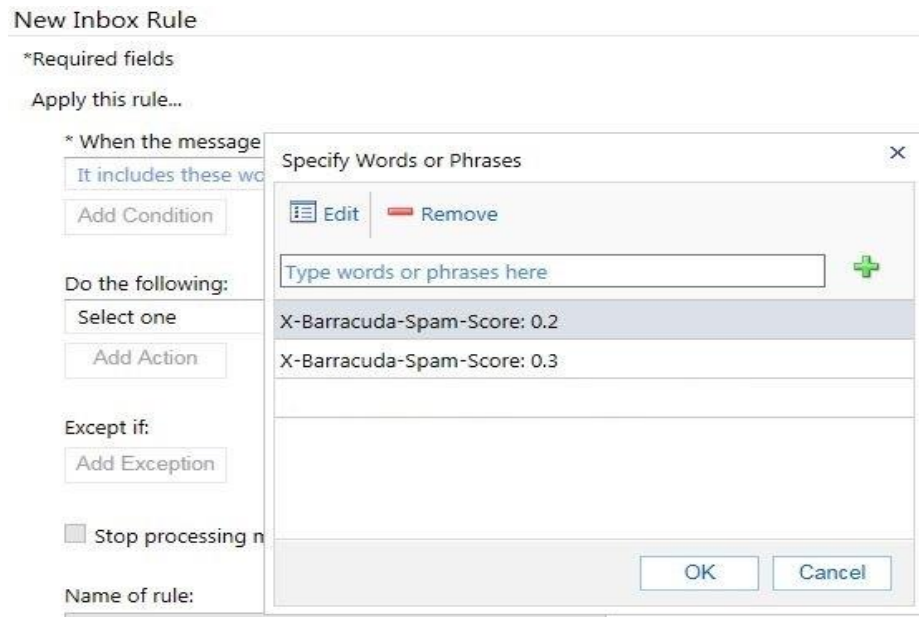
Select one ▼	
Select one	
It was sent or received ▶	
It includes these words ▶	in the subject...
My name is ▶	in the subject or body...
It's marked with ▶	in the sender's address...
It's ▶	in the body...
Its size is within the specified range...	in the recipient's address...
It's received within a specific date span...	in the message header...
[Apply to all messages]	

- 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:



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.

New Inbox Rule ?

\*Required fields

Apply this rule...

\* When the message arrives, and:

Select one

Add Condition

Do the following:

Select one

- Move, copy, or delete ▶ Move the message to folder...
- Mark the message ▶ Delete the message
- Forward, redirect, or send ▶ Copy the message to folder...

Add Exception

Stop processing more rules [\(What does this mean?\)](#)

Name of rule:

✔ Save | ✖ Cancel

5. The **Select Folder** pop up window will appear. Select **Junk E-mail** from the list, click **OK** and then **Save**.

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives:

It includes these words

Add Condition

Do the following:

Move the message to folder

Add Action

Except if:

Add Exception

Stop processing more rules

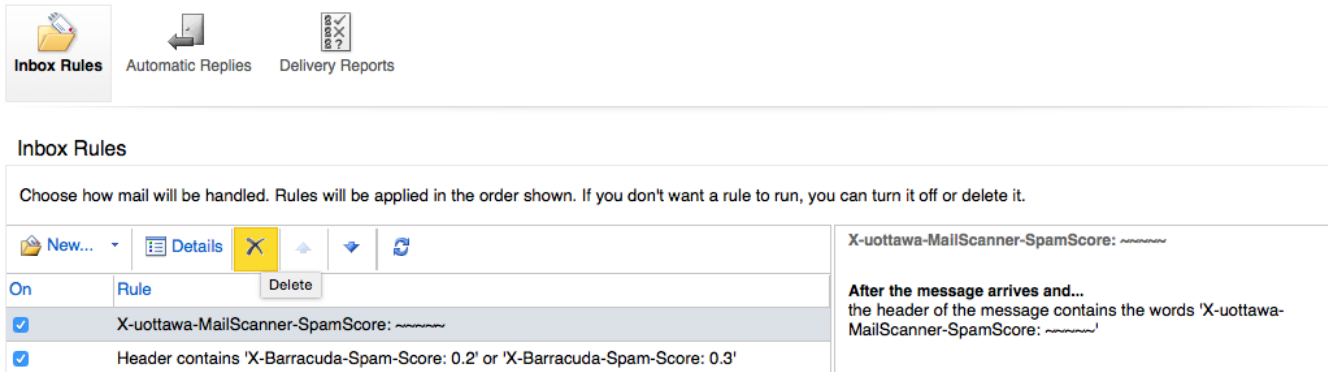
Name of rule:

Select Folder

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- Junk E-mail**
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

New Folder | OK

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: ~~~~~



Inbox Rules

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

New... Details **Delete** [Share] [Refresh]

On	Rule	Delete
<input checked="" type="checkbox"/>	X-uottawa-MailScanner-SpamScore: ~~~~~	
<input checked="" type="checkbox"/>	Header contains 'X-Barracuda-Spam-Score: 0.2' or 'X-Barracuda-Spam-Score: 0.3'	

X-uottawa-MailScanner-SpamScore: ~~~~~

**After the message arrives and...**  
the header of the message contains the words 'X-uottawa-MailScanner-SpamScore: ~~~~~'

## 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.