

Spam Prevention for Students

Like most other email, your Alverno email address can become the target of spammers. The college provides several ways to prevent spam from filling up your Inbox.

AUTOMATIC SPAM FILTERS check all email sent to the Alverno email system. Email messages that are known to be spam are automatically kept from your email inbox. If spam messages are rejected or filtered from your account, you'll receive an email from asru@alverno.edu notifying you about this action. This notification is sent on a weekly basis.

You also have the option to set up your own **PERSONAL SPAM FILTERS**. These apply only to your email address. There are three different types of personal spam protection or "filter modes" that you can set up for your Alverno email:

- Block List with Exceptions
- Allow/Deny Only List
- Allow/Deny Only List with Auto Add

Personal Email Filter	
Filtered Email: teststul@alverno.edu	
Filter Mode.	Block List with Exceptions.
<input checked="" type="radio"/> Block List with Exceptions.	<input type="radio"/> Modify/Delete Existing Block List.
<input type="radio"/> Allow/Deny Only List.	<input type="radio"/> Add to Block List.
<input type="radio"/> Allow/Deny Only List with Auto Add.	<input type="radio"/> Modify/Delete Existing Exception List.
	<input type="radio"/> Add to Exception List.

Please note that you can only set up personal spam filters from a computer on campus.

Block List with Exceptions

This is the default option. Known spam is automatically blocked. You can choose to allow or to block email from specific addresses. You can also block emails with specific words in the subject.

- Email from other Alverno email addresses is never blocked
- You can specify email addresses that should be exceptions to the automatic block list, and should always be delivered to your Inbox

Allow/Deny Only List

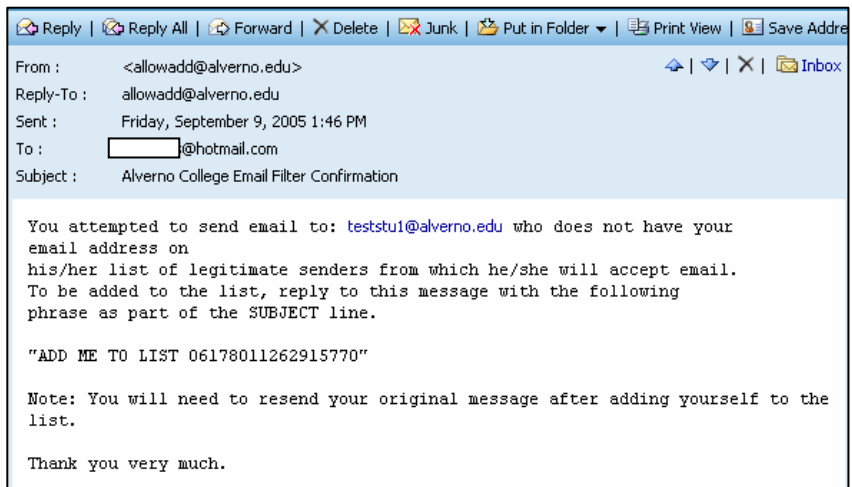
All email that does not come from a @alverno.edu address is blocked except addresses you specifically allow or deny.

- Email from other Alverno email addresses is never blocked
- Wild cards can be used. For example, you can block all email from addresses that end in @hotmail.com, or allow all email from addresses that end in .edu
- You can get immediate notification of any blocked email
- Anyone you send an email to will automatically be added to your allow list

Allow/Deny Only List with Auto Add

This option is the same as the **Allow/Deny Only List** option, except email addresses can be added automatically to your “Allow” list. When someone outside Alverno sends you an email, they receive a message telling them that their email was blocked. They need to reply to the message to be added to your “Allow” list. If you want, you can be notified when their email is blocked.

When someone replies to the message and is automatically added to your “Allow” list, you’ll receive an email telling you who was added. If you don’t want to receive email from that address, you can remove them from your “Allow” list.



How to set PERSONAL SPAM FILTERS

- 1) Go to Alverno’s Intranet site: <http://intranet.alverno.edu> (This can only be accessed through a computer on campus)
- 2) Under the **References** category, click on **Faculty/Staff/Student Information**
- 3) Click on **Student Tools**
- 4) Click on **Personal Email Filter**
- 5) Log in with your network user name and password
- 6) Click to select one of the three filter modes (*Block List with Exceptions*, *Allow/Deny Only List*, or *Allow/Deny Only List with Auto Add*). The options on the right will change for each of the different filter modes. You can only choose one of the three filter modes. Whichever filter mode you choose will take effect immediately.

EXAMPLES

Block List with Exceptions

Example 1: Block all email with the word “mortgage” in the subject line

- Click *Block List with Exceptions*

Personal Email Filter	
Filtered Email: teststul@alverno.edu	
Filter Mode.	Block List with Exceptions.
<input checked="" type="radio"/> Block List with Exceptions. <input type="radio"/> Allow/Deny Only List. <input type="radio"/> Allow/Deny Only List with Auto Add.	<input type="radio"/> Modify/Delete Existing Block List. <input type="radio"/> Add to Block List. <input type="radio"/> Modify/Delete Existing Exception List. <input type="radio"/> Add to Exception List.

- Click *Add to Block List*

- Enter “mortgage” as the Search String and click *Subject*

Email Block List Search String
(Search string is not case sensitive.)

Search String: From
 Subject

- Click the *Submit* button

Example 2: Block all email from a specific email address

- Click *Block List with Exceptions*
- Click *Add to Block List*
- Enter the email address to block as the Search String and click *From*

Email Block List Search String
(Search string is not case sensitive.)

Search String: From
 Subject

- Click the *Submit* button

Example 3: Allow all email from a specific email address

- Click *Block List with Exceptions*
- Click *Add to Exception List*
- Enter the email address to always allow as the exception

Email Exception Search String
(Email address is not case sensitive.)

Email Address:

- Click the *Submit* button

Allow/Deny Only List

Example 1: Block all email except all @alverno.edu email

- Click *Allow/Deny Only List*

Personal Email Filter	
Filtered Email: teststul@alverno.edu	
Filter Mode. <ul style="list-style-type: none"><input type="radio"/> Block List with Exceptions.<input checked="" type="radio"/> Allow/Deny Only List.<input type="radio"/> Allow/Deny Only List with Auto Add.	Allow/Deny Only List. <ul style="list-style-type: none"><input type="radio"/> Modify/Delete Existing Allow List.<input type="radio"/> Add to Allow List.<input type="radio"/> Modify/Delete Existing Deny List.<input type="radio"/> Add to Deny List. <input type="checkbox"/> Receive notice of blocked email.

Example 2: Block all email except all @alverno.edu email and all @yahoo.com email

- Click *Allow/Deny Only List*
- Click *Add to Allow List*
- Enter yahoo.com in the Email Address field

Email Allow Search String
(Email address is not case sensitive.) (For wild cards only enter the domain part of the email address.)
Email Address: <input type="text" value="yahoo.com"/>
<input type="button" value="Submit"/>
<input type="button" value="Back To Main Menu"/>

- Click *Submit*

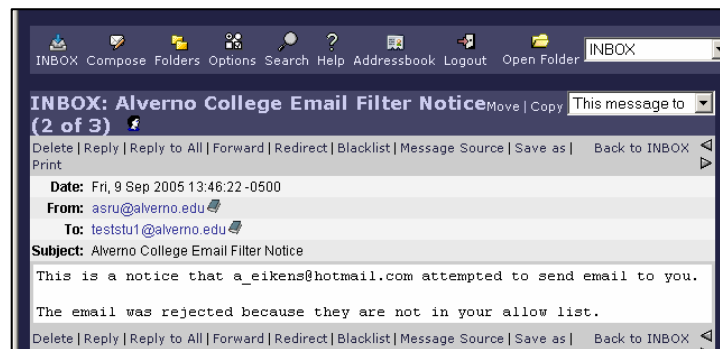
Allow/Deny Only List with Auto Add

Example 1: Block all email except all @alverno.edu email. Automatically allow email from anyone who asks to be added to your “Allow” list. Receive an email when someone asks to be added to your list.

- Click *Allow/Deny Only List with Auto Add*

Personal Email Filter	
Filtered Email: teststu1@alverno.edu	
Filter Mode.	Allow/Deny Only List with Auto Add.
<input type="radio"/> Block List with Exceptions.	<input type="radio"/> Modify/Delete Existing Allow List.
<input type="radio"/> Allow/Deny Only List.	<input type="radio"/> Add to Allow List.
<input checked="" type="radio"/> Allow/Deny Only List with Auto Add.	<input type="radio"/> Modify/Delete Existing Deny List.
	<input type="radio"/> Add to Deny List.
	<input checked="" type="checkbox"/> Receive notice of blocked email.

- Click the checkbox for *Receive notice of blocked email*. You’ll receive an email message similar to the one below when an email is blocked.



Other Things You Can Do To Avoid Spam

- Don't respond to spam. The more you respond, the more spam you'll get.
- Don't click on unsubscribe links from questionable sources. It may be used to send you more spam.
- Use at least two email addresses. Use your Alverno address only for Alverno-related email. Use another “public” address to subscribe to mailing lists, in chat rooms, etc.
- Don't publish your Alverno email address.