

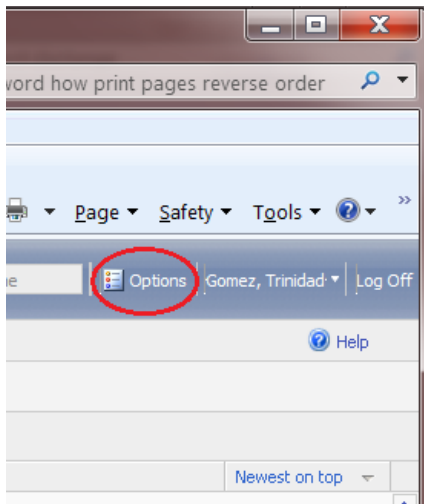
# Fighting Viagra Ads in Webmail

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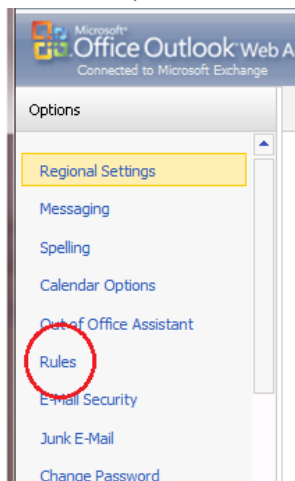
Combating the current aggressive campaign of Viagra ads can be accomplished with a simple rule. Rules perform actions on in/outgoing mail based on attributes of a message. The Viagra ads we receive have 2 consistent attributes: they are from your email address and to your, and only your, address. A rule acting on these attributes can eliminate 99.9% of the Viagra adds you receive.

You must use Internet Explorer 6 or later to perform the steps below.

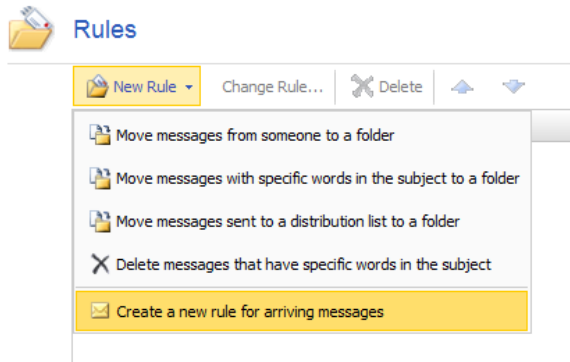
1. Log into your email account at <http://mail.middlebury.edu>.
2. In the upper right of the page click on the **Options** link.



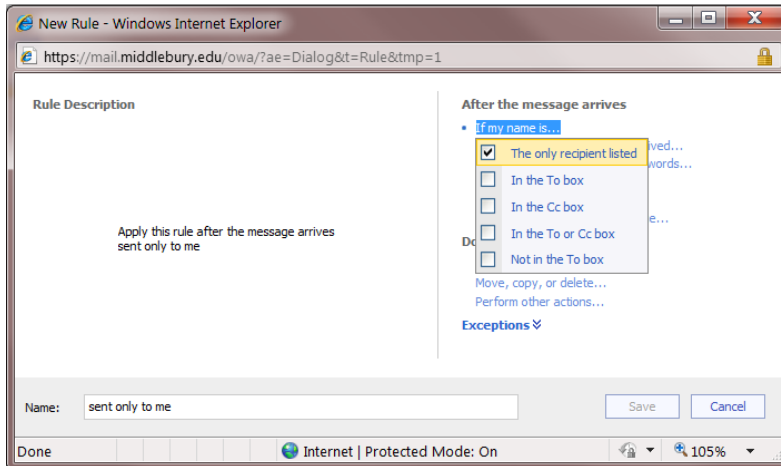
3. Different options are listed in the left navigation menu. Click on the **Rules** link.



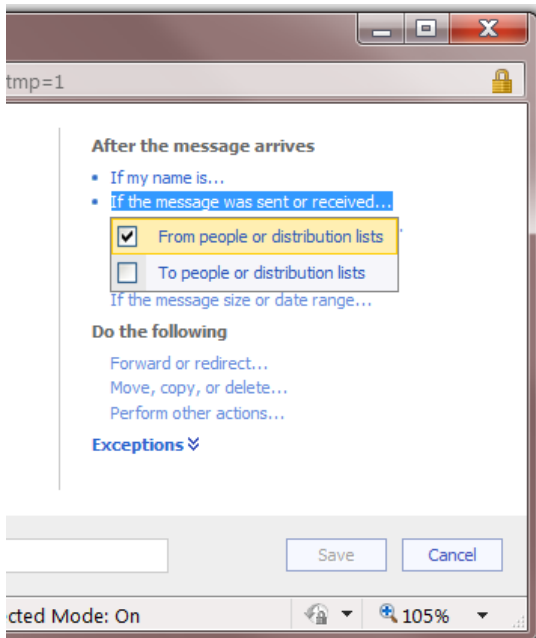
4. On the Rules page, click on the **New Rule** button and select **Create new rule for arriving messages**.



5. On the right side of the New Rule window, click on **If my name is...**, and check the box for **The only recipient listed**.

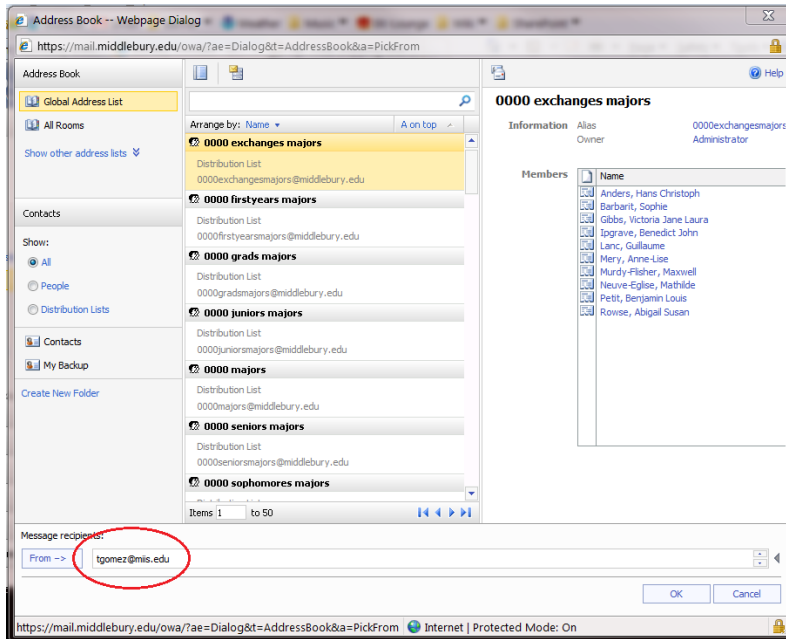


6. Also click on **If the messages was sent or received...** and check the box next to **From people or distribution lists**.

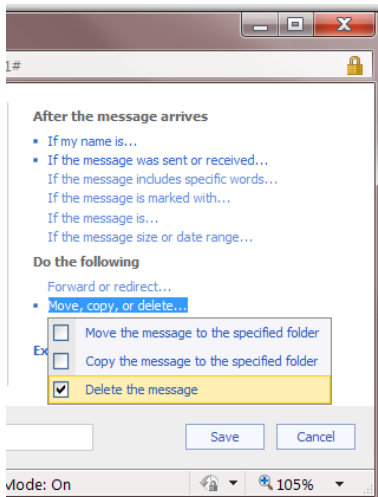


7. On the left side of the window click on the link **people or distribution lists**. The Address Book windows displays.

8. At bottom of the Address Book window, next to **From**, enter your email address in the form [yourid@miis.edu](mailto:yourid@miis.edu) and then click OK.



9. Back in the New Rule window, on the right side, click on the **Move, copy or delete...** link and check the box next to **Delete the message**



10. In the lower left of the New Rule window, name the rule **Sent to-from me** and then click on the Save button. Your rule is now active. If you have other rules make sure this rule is at top so it is run before all others. There are buttons above the list of rules to move them up or down.