

# SpamBayes & Outlook

## Installing SpamBayes

Before installing SpamBayes, presort your spam e-mail into a separate folder. This presorting will make training SpamBayes easier.

1. Right click on **My Network Places**, which is located on the desktop.
2. A drop-down menu will appear with various selections.
3. Left click on **Search for Computers...**
4. Type in **CATBERT** in the *Computer Name* textbox
5. Click the **Search Now** button
6. Catbert will appear on the right-hand side of the screen.
7. Double click on **Catbert**.
8. Double click on **Install**.
9. Double click on **SpamBayes**.
10. Double click on **SpamBayes-1.0rc2.exe** (See Figure 1)
11. Click **Next**.
12. Make sure *Microsoft Outlook Addin* is checked. (See Figure 2)
13. Click **Next**.
14. Click **Next** at the *Select Destination Directory* window. It will automatically default to Program Files.
15. Click **Next** at the *Select Start Menu* folder. It will automatically default to SpamBayes.
16. Click **Install** and then wait... (See Figure 3)
17. Uncheck the *View welcome.html* check box. (See Figure 4)
18. Click **Finish**.



Figure 1. SpamBayes Setup Wizard.

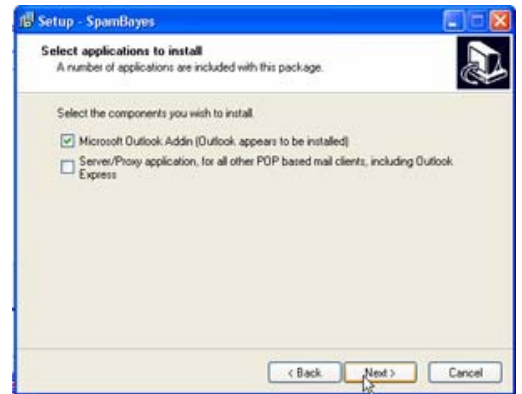


Figure 2. Microsoft Outlook Addin.

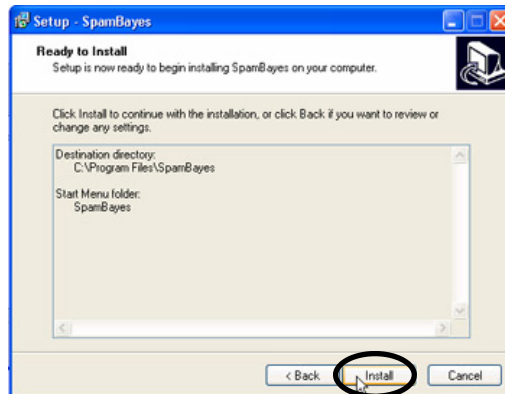


Figure 3. Ready to Install window.

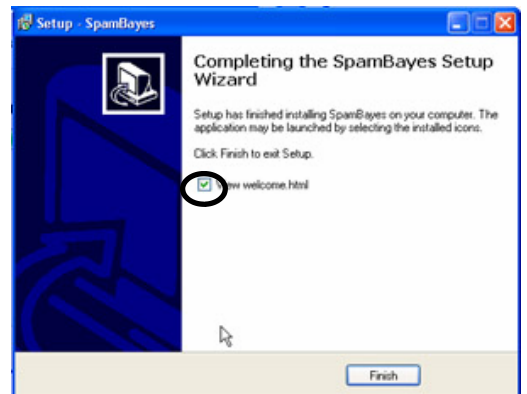


Figure 4. Welcome.html checkbox.

# Running Outlook After Installing SpamBayes

After installing SpamBayes, you will need to open Microsoft Outlook for SpamBayes to be operational.

For training purposes make sure you have pre-sorted Spam messages into a separate folder from your “good” messages. (See the instructions listed in this document on how to create a folder and move messages from one folder to another in Microsoft Outlook)

1. Start Microsoft Outlook.
2. SpamBayes should open a configuration window when Outlook is launched.
3. Click on the **radio button** next to I have already sorted messages (ham) and Spam messages into folders that are

suitable for training purposes. A black dot will appear in the radio button. (See Figure 5)

4. Click **Next**.
5. Click the **Browse** button next to Examples of good messages can be found in. (See Figure 6)
6. Click the + sign next to Mailbox– [Your Username]. (See Figure 7)
7. Place a **check** in the box next to Inbox folder.
8. Click **OK**. (See Figure 8)  
→ Make sure you have sorted your Spam to a folder other than Inbox.
9. Click the **Browse** button next to Examples of Spam, or unwanted message can be found in. (See Figure 9)



Figure 5. SpamBayes Configuration Wizard



Figure 6. Browse Button for Example of good messages...

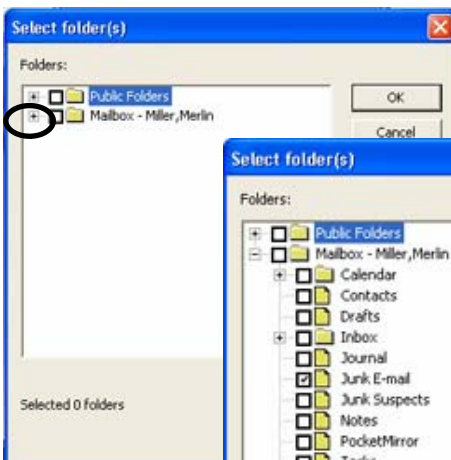


Figure 7. Select Folder(s) window.



Figure 8. Inbox in Select Folder(s) window.



Figure 9. Browse Button for Examples of Spam, or unwanted messages...

# Running Outlook After Installing SpamBayes (continued from page 2)

10. Click the + next to Mailbox – [Your Username].
11. Place a checkmark in the check box in the folder you have sorted Spam messages in to. (See Figure 10)
12. Click **OK**.
13. Click on **Next**.  
→ SpamBayes will not train itself based on your sorted



Figure 10. Select Folder(s) window.

- messages.
14. Once training has completed, click **Next**.
15. Make sure SpamBayes is watching your Inbox for new message. If it is, click **Next**, otherwise click **Browse** and select the **Inbox** folder from the list. (See Figure 11)
16. Click **Next** and then click **Finish**.

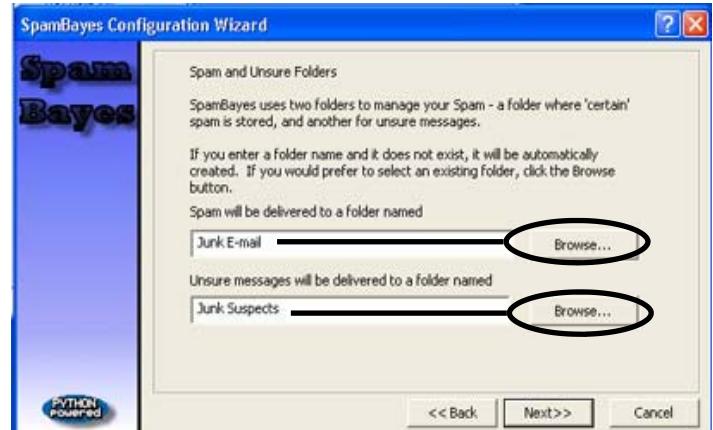


Figure 11. Spam will be delivered to a folder named... and Unsure message will be delivered to a folder named...

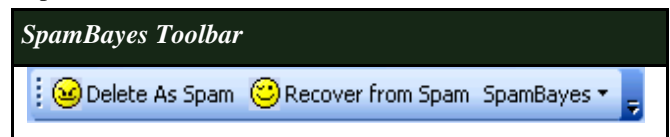
## A Word About Using SpamBayes

Once SpamBayes has been installed and configured, it is ready to sort your Spam messages. As you use SpamBayes, the software will get better as you keep training it to recognize Spam.

SpamBayes will only sort Spam messages in your Inbox when Outlook is running. Webmail will not be sorted.

Spambayes sorts messages into a folder for Spam and into a

folder for suspected Spam. You will want to check the known Spam folder for mistakes and to delete the contents on a daily basis. The suspected Spam folder will also require daily checking to make sure SpamBayes didn't mistake a message for Spam.



## Using SpamBayes in Your Inbox

You will want to train SpamBayes to delete Spam messages in your Inbox. To do so, do the following:

1. Select the Spam message from the list of messages in your Inbox. Selecting will highlight the message, usually in blue. (See Figure 12)



Figure 12. Selected message in Inbox.

2. Click the **Delete As Spam** button on the SpamBayes Inbox toolbar.  
→ This will move the message to the Spam folder and train SpamBayes to recognize more Spam.



# Reading Messages in Junk Suspects Folder

SpamBayes will move questionable messages to a Junk Suspects folder for your review. To view, do the following:

1. Select **Junk Suspect** from the list of folders in Outlook.  
→ Review the message in the folder.
2. For message that are Spam, click the **Delete As Spam** button on the SpamBayes toolbar.  
→ This moves the message to Junk Email and trains the software.
3. For message that are not Spam, click the **Recover from Spam** button on the SpamBayes toolbar.  
→ This moves the message back to inbox and trains the software.

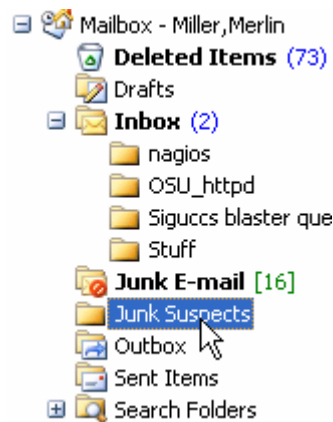


Figure 13. Junk Suspects folder.

## SpamBayes Item What it looks like

**Recover from Spam**



# Reading Messages in Junk Email Folder

SpamBayes will move Spam messages to a Junk Email folder. To view these messages to make sure SpamBayes has not sorted a message incorrectly, do the following:

1. To recover a message from Junk E-mail, select the message from the list of messages. Selecting will highlight

the message, usually in blue. (See Figure 12 on page 3 of this document)

2. Click the **Recover from Spam** button on the SpamBayes toolbar to move the message to your Inbox and thus, train the software to keep this message in your Inbox.

# Emptying the Junk Email Folder

If you are using outlook 2003 you can right click on the folder and choose **Empty "Junk E-mail" Folder** to remove Junk message. (See Figure 14) However, if you are not an Outlook 2003 user, you will have to do the following:

1. Click on the first message in the Junk E-mail folder
2. Scroll down and press the **Shift** button.
3. While holding down the Shift key, click on the last message in the list.
4. Continue holding down the Shift button, and then click on the **Delete** button in Outlook.
5. Click **Yes** to answer Are you sure that you want to permanently delete the selected item(s).




Figure 14. Empty "Junk E-mail" Folder

# Creating a Folder in Microsoft Outlook

To create a folder in Microsoft Outlook is simple. Here's how:

1. Click on the tiny black arrow next to the **New Mail Message** button on the toolbar and select **Folder**.
2. The **Create New Folder** dialog box will now appear, and you will be asked to create three fields: (See Figure 15)
  - The name of the new folder.
  - The type of item you want to keep in the new folder.
  - Where you want to place the new folder.
3. Type **TRAINING** in the **Name** textbox.
  - Next, you will need to specify what you want to keep in the new folder.
3. Select **Mail and Post Items** from the drop down list beneath the **Folder contains** heading.
  - Mail and Post Items will now appear in the Folder contains list.
3. Lastly, specify where you want to keep the new folder. For instance if you select **Inbox**, it will place the new folder as a sub-folder under **Inbox**.
4. Click **OK**.
  - Outlook will create your new folder in the area you selected.

Outlook Button	What it does
	By clicking on the black arrow on the New Mail Message button, a drop-down menu will appear with various functions, including Folder. Click Folder if you wish to create a new folder in Outlook.

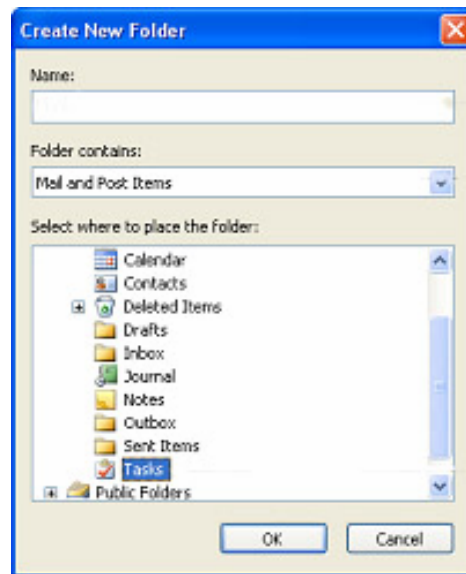


Figure 15. Create a New Folder window.

# Moving Messages From one Folder into another Folder in Microsoft Outlook

To move a message from your Inbox (or other folder) into another folder, do the following:

1. Select the message that you want to move.
2. Click the **Move to Folder** button on the toolbar. (See Figure 16)
3. Select one of the folders where you want to house the message in the **Move Items** window, and click **OK**.
  - You can also move the messages to a folder by selecting the message you want to move and dragging it to the folder list and over the folder that you wish to place the message in using the standard Windows "drag & drop" method.
  - You can also right click on the highlighted email message, select the **Move to Folder** button from the drop-down menu, and then select the folder you wish to move the message into and click **OK**. (See Figure 17)



Figure 16. Move to Folder button on the Outlook Toolbar.

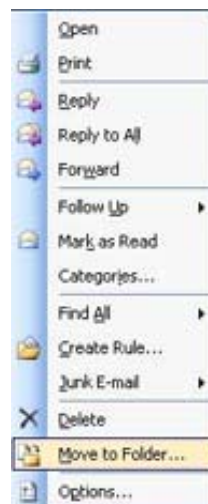


Figure 17. Move to Folder button on the Outlook drop-down menu.