

- Open TigerMail in any browser
- Click **Settings** in the top right-hand corner
- Select **Options** at the bottom of the menu
- Click **Inbox rules**
- Click the “+”



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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]	

- Select **It includes these words**, then **in the subject...**
- Type “{Spam” into **Specify Words or Phrases** and then click the “+”
- Select **Move, copy, or delete**, then **Move the message to folder...**
- Select the Junk Email folder
- Click OK

Do the following *

Select one...	
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...