Setting up UCAR's Mailguard SPAM filter: *Last edited Feb 18, 2011*

1. Navigate to: https://mailguard.ucar.edu/mailguard/login.php
2. Login with your username and UCAS/Kerberos password
3. You will see the opening screen.

Fig1

4. Click on the "cog" icon in the middle to access settings.
5. You will see the following screen:

Fig2

6. Click on your username next to the "Primary Address field." This opens the settings window:

Fig3

7. Change your settings to match those above. Specifically:
    a. Detected viruses should be discarded
    b. Spam Filtering should be enabled
    c. Detected spam should be Quarantined
    d. Bad header filtering should be Enabled.
    e. Mail with bad headers should be Quarantined.
8. Click the "Update ALL Addresses' Settings.

You can now Exit out of the program. If you wish to view your mail, you can go back to the Home screen and click the envelope icons (see Fig1).