Setting Spam Filters for your Emails
Email Filters

1. Open your browser (this tutorial uses Internet Explorer)
2. Log into your email account by going to www.chc.edu.au and clicking on the Student Portal Link and then the Email button
3. Login
4. Settings (the little Cog at the right hand side of your screen)
5. Click on Settings
6. Select the “Filters” tab. Click on “Create a New Filter”
7. In the “From” box, type chc.edu.au
Make sure the “Has attachment” box is also checked.

8. Click on “Create Filter with this Search”
9. Check the box “Never send it to Spam” & then click on the button “Create Filter”.

10. Repeat Steps 1 – 9 but at step 7, ensure the “Has Attachments” box is left unchecked.

11. Repeat Steps 1-9 but in the “From” field, put in the address marketing@chc.edu.au

12. Repeat Steps 1-9 again and this time, in the “From” field, put in the address, mail.chc.edu.au
Showing your Spam Folder

To show your spam folder in the side-bar menu.
1. Click on **Settings** and then
2. Select **Settings**
3. Select the Labels tab
4. Select the “Show” link against Spam.

5. Your Spam label will now be visible in your left menu bar and “show” will now be in black

6. You can now click on your spam link in the Menu-bar to check whether there are any emails in your spam folder.