

How to Switch to ROHAN for SPAM Filtering

First

- ❖ If you already have a ROHAN account, then contact the InfoSys Service Desk and request a SPAM Filtering appointment with either Sandy Neer or Carol Phillips.
- ❖ If you don't have a ROHAN account, then complete a #0510 ROHAN Computer Account Application (pdf version can be obtained from <http://www-rohan.sdsu.edu/acct.html>) and submit it to InfoSys Service Desk. Then request a SPAM Filtering appointment with either Sandy Neer or Carol Phillips.

Sandy or Carol will setup an appointment with you to walk you through the remainder of the steps and give you your ROHAN account information.

Second

At the SPAM Filtering appointment, log into your MAIL account

login: your mail account
password: your mail password

Welcome to the SDSU Mail machine

Please notify problems@mail.sdsu.edu if you notice any problems with mail service on this machine.

Please direct questions to the TNS Helpdesk 594 - 5261.

Choose a number or letter from the following menu:

- 1) Pine (Email Reader)
- 2) Elm (Email Reader)
- 3) Change your mail.sdsu.edu password
- 4) Forward your email to another machine
- Q) Quit

Choice [1]: 4

Enter the email address to forward mail to or press return to remove your current forwarding: **newaccount@rohan.sdsu.edu**

Choose a number or letter from the following menu:

- 1) Pine (Email Reader)
- 2) Elm (Email Reader)
- 3) Change your mail.sdsu.edu password
- 4) Forward your email to another machine
- Q) Quit

Choice [1]: Q

Third

- ❖ Open your Eudora.
- ❖ Change your settings (**PC** – options on the Tools menu or **Mac** – settings on the Special menu) to reflect your new ROHAN account.

Getting Started – type in your new ROHAN username and rohan.sdsu.edu for the Mail and SMTP Servers

Checking Mail - rohan.sdsu.edu will be the Mail Server

Fourth

Create your SPAM filter (and Mailbox, if needed):

1. Select Filters from the Tools menu (PC) or Windows menu (Mac)
2. Create a SPAM filter with the following items:
 - Check the incoming box
 - Choose Subject and Header contains *****SPAM*****
 - Choose Transfer to as the Action and select either the Trash or a mailbox named SPAM (create if needed)
 - Also, choose Move Attachments as the Action and select either the Trash or a mailbox named SPAM_ATTACH (create if needed)
 - Be sure your SPAM filter is the last one in the list of filters