1. Launch any Internet browser and enter [http://physics-mail.ucsd.edu](http://physics-mail.ucsd.edu) to login to the Physics Email Portal. Click on the **Login** link to bring up a login page.

2. Enter your Physics **Username** and **Password** then click on the **Login** button.

3. If you already have a folder setup that you would like to move messages tagged as spam into skip to Step 4, otherwise click on the **Folders** link. On the screen that appears enter **Spam** under the Create Folder section (or any other folder name of your choice), then click on the **Create** button.

4. Once logged in, click on the **Set up a Vacation Message or Server-Side Filters** link.

5. On the next screen click on the **Add a New Rule** button.

6. Click on the **Less...** button twice so that only one **Header** entry remains.
7. Click on the To or Cc: drop down menu then select Subject: In the text box to the right of contains enter [SPAM]. Then under the Action section, select Move message into the existing folder and select the Spam folder you created in step 3 (or any other folder of your choice).

8. Click on the Apply Changes button when done. Your server side spam filter is now set up. Click on the Sign Out link in the upper right hand corner of the screen to log out.

For assistance please contact the Physics Computing Facility Helpdesk at 858-534-6389 or via email at helpdesk@physics.ucsd.edu.