

The City of West Allis uses a Barracuda Spam device to screen all email that arrives at the City to protect the City email server from spam, virus, spoofing, phishing and spyware attacks.

Mail that arrives in your mailbox has already been screened by Barracuda. If you see the text [SPAM] prepended to an email message subject, please use caution when opening the email. The Barracuda device has allowed the message, but is flagging it for your review.

Each user also has a role to play in keeping our network safe from viruses. To help combat spam and email viruses, all email users should follow these recommendations:

1. Use your City of West Allis email account for City business only.
2. If you do not know the sender of an unsolicited email message, delete it. While most spam is usually just annoying text, a spam email message will contain a virus and/or other exploit that will damage the computers of any who open it.
3. Never respond to any spam messages or click on any links in a message from someone you don't know.

If you are receiving unwanted emails, you can use the Junk Mail settings in Microsoft Outlook to manage those messages. Outlook has Junk Email folder in your mailbox and mail is moved there based on you configuration of the Junk Email Filter. The Junk Mail settings apply to how mail is managed within your own mailbox, not our City mail system, and changes you make in your Junk Mail settings affect your mailbox only.

To set Junk Email filtering on mail when it arrives in your mailbox, from the Home ribbon, select Junk > Email Options and review the choices on the Options tab to make your selection.



To move all email from a sender to the Junk Email folder, right click on the message in the Inbox, then select Junk > Block Sender in the menu. A confirmation message will be displayed (unless you have previously selected the option to "Do not show this message again")



You can review and modify your Blocked Senders list in the Junk > Email Options dialog box.

You may also wish to periodically review the emails in your Junk Email folder to either empty it or modify your Junk Email options.