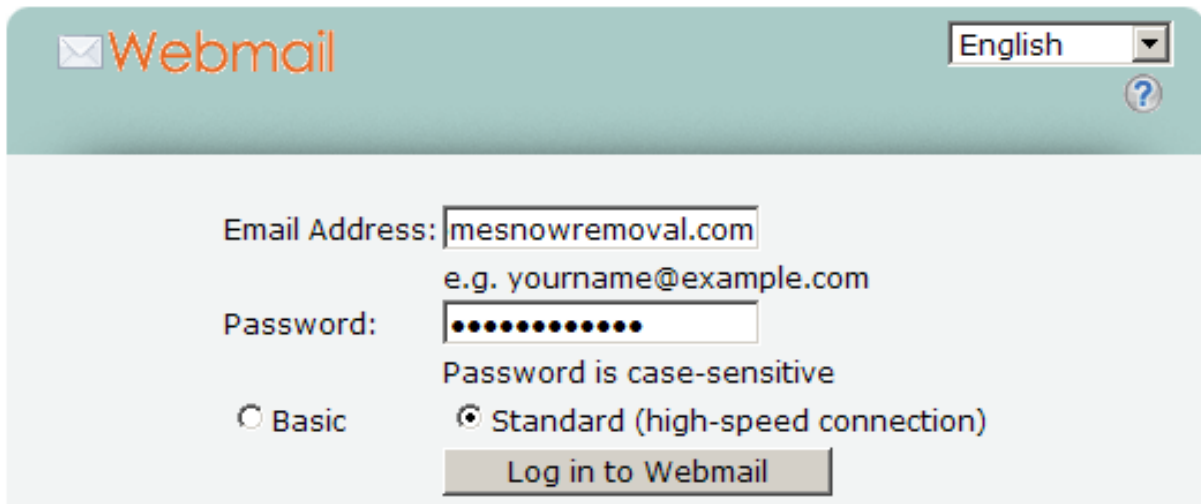


## Change Your Spam Folder And Create Custom Spam Tags

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For the convenience of our customers we provide tools that enable you to change the folder junk email is saved in along with an option to add your own custom tags to mark junk mail.

### Log Into Settings



The screenshot shows a webmail login interface. At the top left, there is an envelope icon followed by the word "Webmail" in orange. At the top right, there is a language dropdown menu set to "English" and a help icon (a question mark in a circle). Below the header, there are two input fields: "Email Address:" with the text "mesnowremoval.com" and a subtext "e.g. yourname@example.com"; and "Password:" with a masked password of ten dots. Below the password field, it says "Password is case-sensitive". There are two radio buttons: "Basic" (unselected) and "Standard (high-speed connection)" (selected). At the bottom, there is a "Log in to Webmail" button.

To begin load <https://mail.hover.com> in your web browser and log in with your full email address and password.

**My Dashboard** <<

**E-Mail**

- Inbox** 40
- Drafts
- Sent Items
- Spam
- Trash

**Address Book**

- All

**Settings**

- General
- Mail
- Spam**

**Inbox** 40 unread of 45 messages

Delete Spam Move to Folder More Options

<input type="checkbox"/>	<input type="radio"/>			From	Subject
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	Free Ship
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	This Weel
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	Save 40%
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	15% Limi
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	Don't Mis:
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	This Weel
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	Free \$25
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	10% Cou
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	New Lowe
<input type="checkbox"/>	<input type="radio"/>			Barnes & Noble	This Weel

Then click on the "Spam" section under Settings.

## Adjust Spam Settings

### Spam Settings

Spam

#### Choose a Spam Folder:

Choose which folder you would like your spam delivered to.

Spam 1

#### Add a Custom Spam Tag:

Enter text that you want added to the subject of any mail identified as spam. For example '{SPAM}'.

Use Default 2

{SPAM}

The default folder for all junk email is the Spam folder. You can change this to any of the built in or custom folders you have in webmail. You can also add tags to junk mail. If you check "Use Default" it will just use the tag "[Spam]". These features are very useful if you download email into a program on

your computer and want to make sure that you do not lose legitimate email inadvertently marked as spam or if you want to configure your email software to filter junk mail based on your custom spam tag.

## Custom Spam Settings Saved

### Spam Settings

Completed Successfully

#### Spam

<b>Choose a Spam Folder:</b> Choose which folder you would like your spam delivered to.	<input type="text" value="Inbox"/>
<b>Add a Custom Spam Tag:</b> Enter text that you want added to the subject of any mail identified as spam.	<input type="checkbox"/> Use Default <input type="text" value="[Bulk]"/>

In the example above, all junk email will be directed to the Inbox with [Bulk] added to the subject of the messages for easy sorting.

## Need More Help?

If this still isn't working, doesn't make sense, or you just want to talk to someone, here is how you can reach us:

**Telephone:** 1-866-731-6556 (North America Toll Free);  
416-538-5498 (local)

**Email:** [help@hover.com](mailto:help@hover.com)

**Twitter:** @HoverCS

**Join us on Facebook:** <http://about.hover.com/facebook>

**Article Shortcut:** <http://about.hover.com/managespammyself>