



*Turning on ITaP Spam Filtering to your @purdue.edu e-mail address*

1. Open your web browser of choice (Internet Explorer, Mozilla, etc.). Go to the website <https://directory.purdue.edu/ph-query.html>.
2. Enter your first and last names in the boxes provided. Click on send query.

If you are looking for someone who attends or works at Purdue University, fill out this form and click on the **Send Query** box.

**At least one of the two following identifiers is required:**

First or Full Name

Lastname

*On-campus: May use wildcards (\*,?) with partial names.*

**Restrict Search by Campus and Classification**

Everyone at all Purdue Campuses

3. Click on the **edit** button next to your entry.
4. Enter your ITaP (career account) username and password.

Connect to directory.purdue.edu

MailHub

User name:

Password:

Remember my password

5. Scroll to the bottom of the page. You will see a link labeled "Spam Scanning." Click on it.

<a href="#">title</a>	computer technician v	<a href="#">University Records</a>
<a href="#">url</a>	http://people.pharmacy.purdue.edu/~mikej	<a href="#">Change url</a>
<a href="#">visibility</a>	Not present in entry.	<a href="#">Change visibility</a>

[Spam Scanning](#)

6. Click on the **Turn Spam Scanning ON** button.
7. You will get a status message like this:

● Spam scanning is now turned **ON** for your account. ●

If any e-mail messages are regarded as spam, they are quarantined.  
Quarantine digests are sent daily, as appropriate.  
*For more information, see the [FAQ](#).*

8. Close the window.