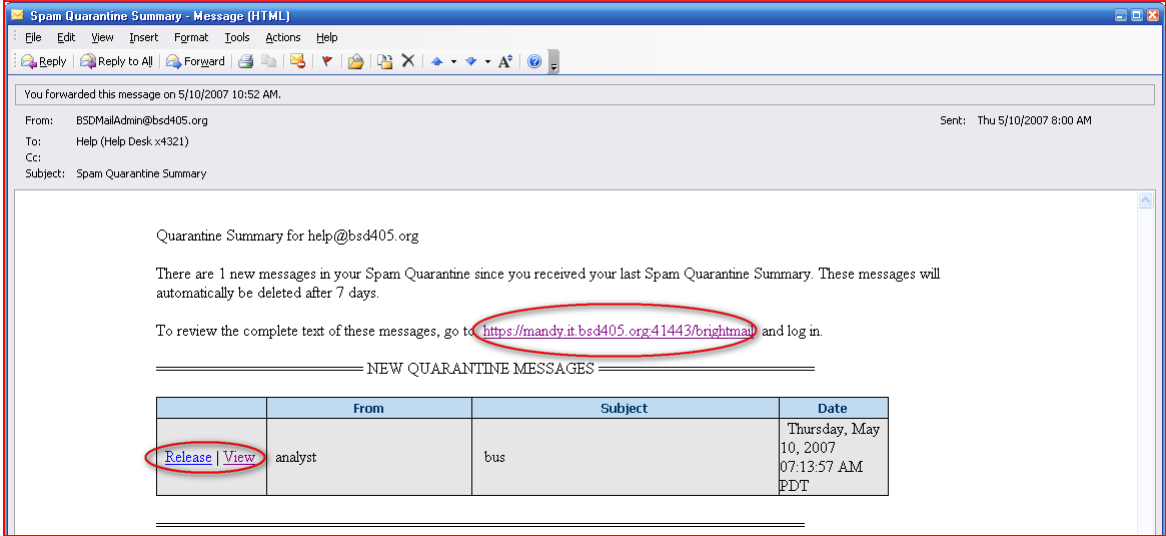


~ Spam Email Quick Guide ~

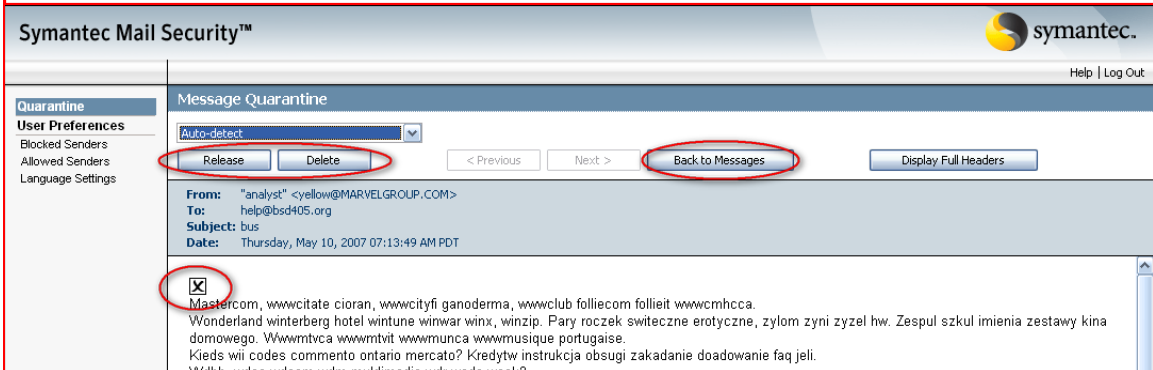
1. Email notification example:

The top link allows you to log into your individual spam quarantine folder. The bottom set of links allow you to View the quarantined message, and Release the message to your Outlook inbox if it's been mistakenly marked as spam.



2. Clicking on the **View** link allows you to see that message:

When viewing individual pieces of spam in the quarantine folder, you can delete the spam, release it to your Outlook inbox, or navigate back to the spam summary page. Images are represented by rectangles as seen in the lower-left caption item. If the mail contains attachments, they will be noted at the bottom. Attachments can't be opened within quarantine.



3. The logon screen:

User Login

User name:

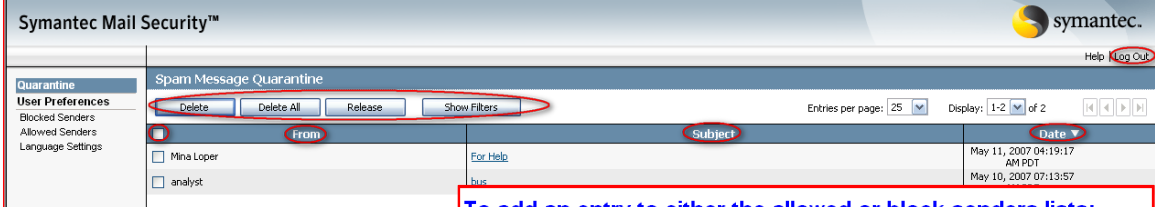
Password:

Login to:

[Need help logging in?](#)

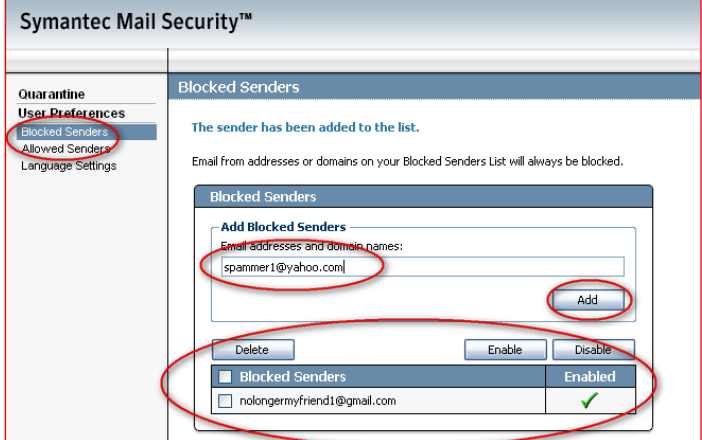
4. Viewing the Quarantine folder:

1. The Delete button removes individual messages.
2. Place a check in the square to the left of From and then click Delete All to remove all spam messages.
3. The Release button sends misidentified spam mail to your Outlook inbox.
4. The Show Filters button starts the search feature.
5. Mail can be sorted by clicking on From, Subject, or Date column headers.
6. Click Log Out when you've finished.
7. The application will log you off after 30 minutes of inactivity.



5. Blocked/Allowed Senders lists:

1. Click on the appropriate link in the User Preferences area of Quarantine.
2. Enter the email address and click the Add button.
3. You can manage email addresses by clicking on the box to the left of the address and then clicking Delete, Enable, or Disable as needed.



6. Configuring individual email language settings:

1. Click on the appropriate link in the User Preferences area of Quarantine.
2. By default, the appliances receive email for you that's written in any language.
3. You can choose to receive/drop email written in specific languages.
4. Remember to click on the Save button if you make any changes.

