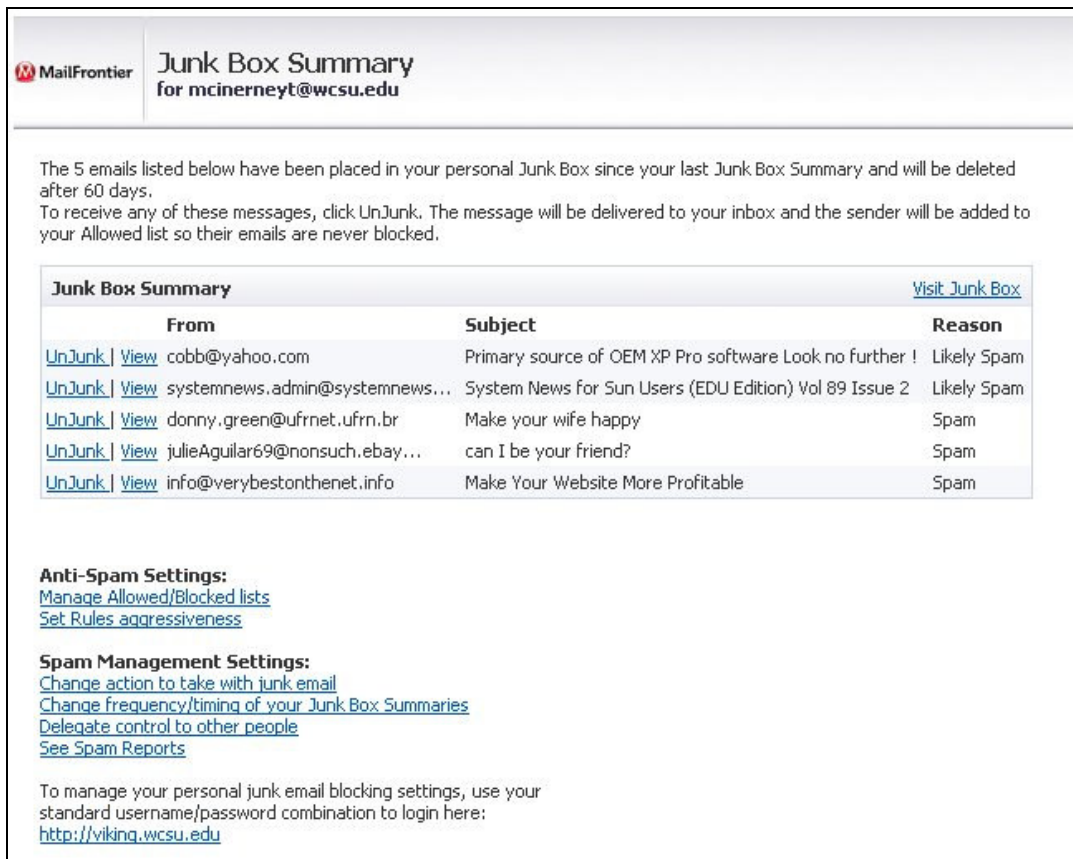


Quick Guide to Using MailFrontier

Junk Box Summary Messages

Most users will find that they can effectively manage their Junk Box directly from the Junk Box Summary messages. (See Figure 1)



MailFrontier Junk Box Summary
for mcinerneyt@wcsu.edu

The 5 emails listed below have been placed in your personal Junk Box since your last Junk Box Summary and will be deleted after 60 days.
To receive any of these messages, click UnJunk. The message will be delivered to your inbox and the sender will be added to your Allowed list so their emails are never blocked.

Junk Box Summary		Visit Junk Box
From	Subject	Reason
UnJunk View cobb@yahoo.com	Primary source of OEM XP Pro software Look no further !	Likely Spam
UnJunk View systemnews.admin@systemnews...	System News for Sun Users (EDU Edition) Vol 89 Issue 2	Likely Spam
UnJunk View donny.green@ufrnet.ufrn.br	Make your wife happy	Spam
UnJunk View julieAguilar69@nonsuch.ebay...	can I be your friend?	Spam
UnJunk View info@verybestonthenet.info	Make Your Website More Profitable	Spam

Anti-Spam Settings:
[Manage Allowed/Blocked lists](#)
[Set Rules aggressiveness](#)

Spam Management Settings:
[Change action to take with junk email](#)
[Change frequency/timing of your Junk Box Summaries](#)
[Delegate control to other people](#)
[See Spam Reports](#)

To manage your personal junk email blocking settings, use your standard username/password combination to login here:
<http://viking.wcsu.edu>

Figure 1: Example Junk Box Summary

The Junk Box Summary lists all of the new messages that were added to your Junk Box since the last summary. By default, users will receive a summary once per day, unless there are no new messages in their Junk Box.

If a message listed in your Junk Box Summary is legitimate, click on the “UnJunk” link and the message will be sent to your InBox. Additionally, UnJunking a message will automatically place the sender on your individual Allowed list. (See “Managing Your Allowed and Blocked Lists”.)

Clicking on the View link will allow you to see the contents of a message before deciding to UnJunk. In order to View a message in your Junk Box, you will be asked to supply your Notes Web username and password.

When viewing a message that has an embedded webpage, MailFrontier will only display the HTML source code. This is a security precaution; some pages may try to insert spyware or contain other risky content.

Messages left in the Junk Box will be deleted after 30 days.

Reporting Spam

If you wish to report spam that arrived to your InBox, simply forward it to “Report Spam” (or ReportSpam@wcsu.edu). The sender will be added to your Blocked list and the contents will be forwarded to the manufacturer of MailFrontier for further analysis.

Every 15 minutes, the local server checks for updated spam, fraud, and virus rules from MailFrontier.

Logging into MailFrontier

Logging into the MailFrontier server allows you to perform the following tasks:

- View all messages in your Junk Box;
- Search the Junk Box;
- Manage Allowed and Blocked lists

To log into MailFrontier, visit the following URL:

<https://viking.wcsu.edu>

Use your Notes Web username and password to log in. (This may be different from the password that you use for the Notes client).

Faculty and staff can have their Notes Web password reset by calling the Help Desk, 837-8467. Students should visit either the Midtown Computer Center (Haas), the Westside Computer Center (WS117), or the Student Technology Training Center (SC 225).

View All Messages in the Junk Box

Upon logging into MailFrontier, you will immediately arrive at your Junk Box. At the bottom of the page is the list of messages in your Junk Box (see Figure 2)





The screenshot shows the MailFrontier Junk Box interface. At the top, there are buttons for "Check All", "Uncheck All", "Delete", and "Unjunk". To the right, it says "1-10 of 521 Display" with a dropdown menu set to "10" and navigation icons. Below this is a table of messages with the following columns: From, Threat, Category, Subject, and Date Time Received. The messages listed are:

From	Threat	Category	Subject	Date Time Received
<input type="checkbox"/> service@bankofthewest...	*Fraud		Online Banking and Bill Pay Deactivation Notice !	08/25/2005 12:34 PM
<input type="checkbox"/> offers@freelotto.com	*Spam	Blocke...	This is NOT a Joke - Congratulations to Todd Mc...	08/25/2005 11:46 AM
<input type="checkbox"/> mccoskey@quaverersj.org	Spam		TODD, buy now and receive Six Pairs for 48 Bucks	08/25/2005 11:40 AM
<input type="checkbox"/> leonormurillo0@parks.lv	*Spam		Get Your Own Replica	08/25/2005 11:20 AM
<input type="checkbox"/> lilianenglish@in.gr	*Spam		Impotence treatment	08/25/2005 10:53 AM
<input type="checkbox"/> Postini@en25.com	Spam		2005 Email Security Survey	08/25/2005 09:01 AM
<input type="checkbox"/> stanleywise@ukpromoaw...	*Spam		WINNING NOTIFICATION	08/25/2005 07:54 AM
<input type="checkbox"/> brexpvh@actngrowrich.com	Spam		Asset valuation indicates cheap shares won't st...	08/25/2005 06:04 AM
<input type="checkbox"/> Una8834@jerpoint.com	Spam		GoOd News CI&IS VIAGRRA	08/25/2005 04:31 AM
<input type="checkbox"/> Staci@psieducation.com	*Spam		Adobe and Macromedia Back to School	08/25/2005 03:50 AM

At the bottom of the screenshot, there are again buttons for "Check All", "Uncheck All", "Delete", and "Unjunk", and the text "1-10 of 521 Display" with a dropdown menu set to "10" and navigation icons.

Figure 2: Messages in your Junk Box

There may be more messages in your Junk Box than what is displayed on the page. You can navigate to the to the next page of your Junk Box by clicking on the navigation buttons, located  above and below the Junk Box message list.

Additionally, you can increase the number of entries that are displayed per page—up to 400— with the following drop-down list: 1-10 of 521 Display 

To view the contents of an individual message, click on the Subject. Viewing a message here does not Unjunk it.

If you wish to UnJunk a message, simply check the box next to the message and click on the “Unjunk” button.

Searching the Junk Box

Finding specific messages in your Junk Box is easy. While in the Junk Box view, use the Search tool on the right column (See Figure 3).

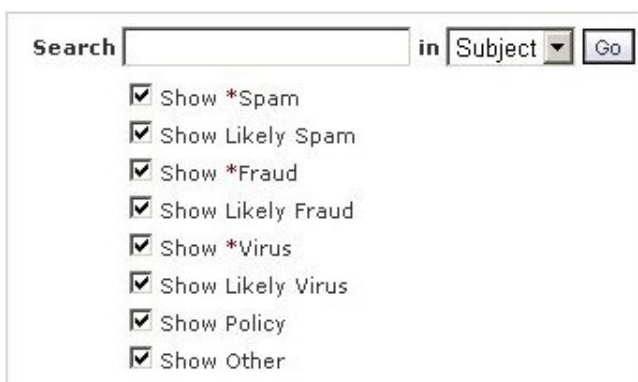


Figure 3: Junk Box Search Tool

You can search by Subject, sender (From), or by date. When searching by date, use the MM/DD/YYYY format.

Managing Your Allowed and Blocked Lists

MailFrontier will maintain your Allowed and Blocked lists automatically. Whenever you choose to Unjunk a message, MailFrontier will include the sender in your allowed list.

When you forward a message to “Report Spam” MailFrontier will place the sender in your Blocked list.

You can view and manually update the contents of your Allowed and Blocked lists by clicking on the Anti-Spam Techniques link at the top of the page.

A sample Allowed list is shown in Figure 4.

Anti-Spam Techniques

[Help](#)

People

[Companies](#)

[Lists](#)

[Anti-Spam](#)

[Aggressiveness](#)

[Foreign Languages](#)

1-8 Display



Allowed **Blocked**

Search

Sender's Email Address	Address Source
<input type="checkbox"/> enterprisesupport@mailfrontier.com	
<input type="checkbox"/> mcinernt@csubds.ctstateu.edu	
<input type="checkbox"/> network@etp06.etp.na.blackberry.net	
<input type="checkbox"/> searchdomino@lists.techtarget.com	
<input type="checkbox"/> searchoracle@lists.techtarget.com	
<input type="checkbox"/> searchsmb@lists.techtarget.com	
<input type="checkbox"/> support@mailfrontier.com	
<input type="checkbox"/> systemnews.admin@systemnews.com	

1-8 Display

Figure 4: Sample Allowed List

To remove a person from either of your Allowed or Blocked lists, place a check next to their address and click on the “Delete” button.

If you wish to include an entire Internet domain (e.g. yahoo.com) in either of your Allowed or Blocked lists, click on the “Companies” link on the left column. The Companies view has its own Allowed and Blocked lists.