Spam Filter User Account Guide

This is a short guide to help you understand some important information about our spam filter. In this guide you will learn about the Quarantine Reports, how to login to your account on the spam filter, work with your own white or black lists, and release any legitimate messages that may have been incorrectly trapped by the filter. You will also learn about the options available for scheduling your quarantine message report.

Quarantine Reports

When your email account is setup, you will start to receive Quarantine Report emails. This email report will contain everything that has been blocked due to it being considered Spam, having a Banned Attachment, or has been Blacklisted.

Here is a sample report:

In the SPAM MESSAGES section, you will see that you can click a link to Deliver a message that should not have been blocked. You can also Delete, Whitelist or Blacklist a message.
At the bottom of this email you will see this section:

You can easily use the links provided to select how often you will receive the Quarantine Reports along with other preferences for the Report. You can also use the “Click Here” link to log into your account on the Spam Filter to change any of your settings. Clicking that link will take you directly to your account settings as shown in the next section.

Log In to the Spam Filter

Open a web browser and go to: https://mx.globalnaz.org/

You should see the following screen:

![Login Screen]

Enter your full email address and your email password.

When you log in, you will see the following screen:

![Home Screen]

This your Home screen that shows your most recent quarantined messages. You can click the Help symbol “?” on this and other screens to find helpful information about the settings.

There are three tabs across the top left: Settings, Filter Rules, and Quarantine.
**Settings**

Quarantine Report Settings

From this screen, you can:

- Select the language you would like your quarantine reports
- Select when you would like your quarantine reports (this is currently set to Weekday)
  - Day
  - Weekday
  - Friday
  - Month
  - Never
- Select what you would like included in your quarantine report
  - All quarantined items
  - New items since last report only
Filter Rules

From the Filter Rules tab, you have two options:

User Blacklist

From this screen you can:
- Blacklist an entire domain
- Blacklist an individual sender

User Whitelist

From this screen you can:
- Whitelist an entire domain
- Whitelist an individual sender
Quarantine

From here you can:

- Select the type of messages you would like to view from the Message Type drop down
- Select a custom date range to view
- Enter an individual sender when you’re searching for a particular email
- Customize the number of messages you would like to see
- Put them in order by spam score or date