

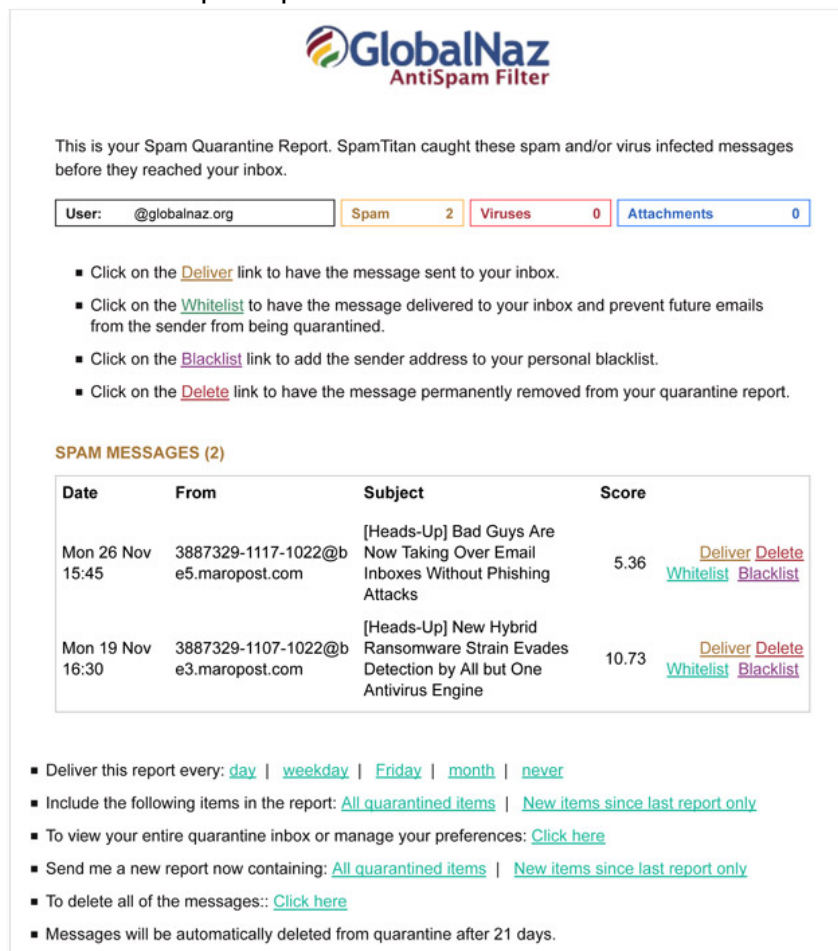
Spam Filter User Account Guide

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:



GlobalNaz AntiSpam Filter

This is your Spam Quarantine Report. SpamTitan caught these spam and/or virus infected messages before they reached your inbox.

User: @globalnaz.org Spam: 2 Viruses: 0 Attachments: 0

- Click on the [Deliver](#) link to have the message sent to your inbox.
- Click on the [Whitelist](#) link to have the message delivered to your inbox and prevent future emails from the sender from being quarantined.
- Click on the [Blacklist](#) link to add the sender address to your personal blacklist.
- Click on the [Delete](#) link to have the message permanently removed from your quarantine report.

SPAM MESSAGES (2)

Date	From	Subject	Score	
Mon 26 Nov 15:45	3887329-1117-1022@b e5.maropost.com	[Heads-Up] Bad Guys Are Now Taking Over Email Inboxes Without Phishing Attacks	5.36	Deliver Delete Whitelist Blacklist
Mon 19 Nov 16:30	3887329-1107-1022@b e3.maropost.com	[Heads-Up] New Hybrid Ransomware Strain Evades Detection by All but One Antivirus Engine	10.73	Deliver Delete Whitelist Blacklist

- Deliver this report every: [day](#) | [weekday](#) | [Friday](#) | [month](#) | [never](#)
- Include the following items in the report: [All quarantined items](#) | [New items since last report only](#)
- To view your entire quarantine inbox or manage your preferences: [Click here](#)
- Send me a new report now containing: [All quarantined items](#) | [New items since last report only](#)
- To delete all of the messages: [Click here](#)
- Messages will be automatically deleted from quarantine after 21 days.

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:

Deliver this report every: [day](#) | [weekday](#) | [Friday](#) | [month](#) | [never](#)

Include the following items in the report: [All quarantined items](#) | [New items since last report only](#)

To view your entire quarantine inbox or manage your preferences [Click Here](#)

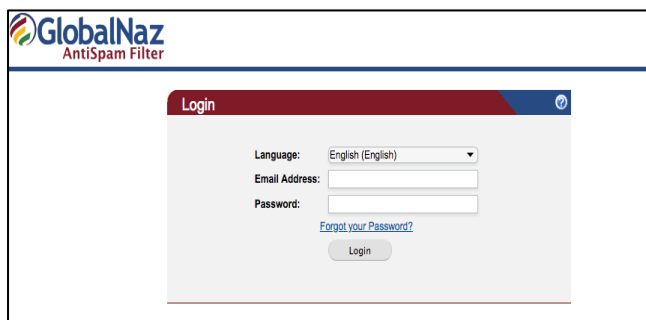
Send me a new report now containing: [All quarantined items](#) | [New items since last report only](#)

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

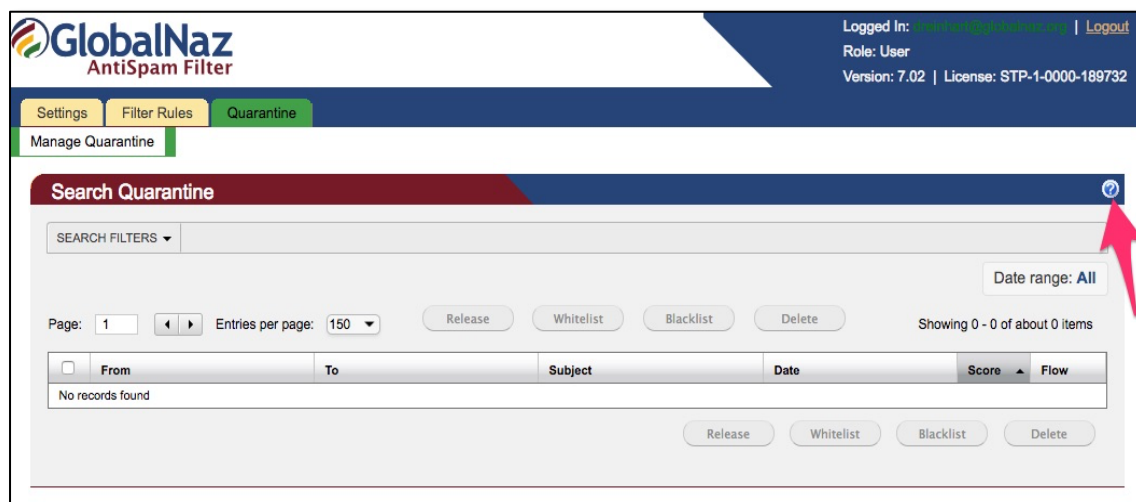
Open a web browser and go to: <https://mx.globalnaz.org/>

You should see the following screen:

The screenshot shows the login interface for the GlobalNaz AntiSpam Filter. At the top left is the logo. Below it, the word "Login" is centered in a red bar. The main area contains a language dropdown menu set to "English (English)", followed by input fields for "Email Address" and "Password". Below the password field is a link for "Forgot your Password?" and a "Login" button.

Enter your full email address and your email password.

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

The screenshot shows the home dashboard of the GlobalNaz AntiSpam Filter. The top header includes the logo, navigation tabs for "Settings", "Filter Rules", and "Quarantine" (which is active), and a "Manage Quarantine" link. On the right, it displays "Logged In: [email address] | Logout", "Role: User", and "Version: 7.02 | License: STP-1-0000-189732". The main section is titled "Search Quarantine" and features a search filter dropdown, a "Date range: All" selector, and pagination controls. Below these are buttons for "Release", "Whitelist", "Blacklist", and "Delete". A table with columns "From", "To", "Subject", "Date", "Score", and "Flow" is shown, indicating "No records found". A red arrow points to a help icon in the top right corner of the search section.

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

The screenshot shows the 'GlobalNaz AntiSpam Filter' web interface. At the top, there's a header with the logo and navigation tabs for 'Settings', 'Filter Rules', and 'Quarantine'. The 'Quarantine' tab is active, showing 'Quarantine Report Settings'. On the right, user information is displayed: 'Logged In: admin@globalnaz.org | Logout', 'Role: User', and 'Version: 7.02 | License: STP-1-0000-189732'. The main settings area has a red header 'Quarantine Settings' and three dropdown menus: 'Language' (set to 'English (English)'), 'Email me a quarantine report every:' (set to 'Never'), and 'Include the following items in the report:' (set to 'New items since last report only'). A 'Save' button is located at the bottom right of the settings area.

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

The screenshot shows the GlobalNaz AntiSpam Filter web interface. The top navigation bar includes 'Settings', 'Filter Rules', and 'Quarantine'. The 'Quarantine' tab is active, showing 'Quarantine Report Settings' and 'Blacklisted Domains' sections.

Quarantine Settings

Language:

Email me a quarantine report every:

Include the following items in the report:

Blacklisted Domains

Page: Entries per page: Domain:

Showing 0 - 0 of 0 items

<input type="checkbox"/>	Sender Domain	Include Subdomains	Comment	Last Modified	Options
No records found.					

From this screen you can:

- Blacklist an entire domain
- Blacklist an individual sender

User Whitelist

The screenshot shows the GlobalNaz AntiSpam Filter web interface. The top navigation bar includes 'Settings', 'Filter Rules', and 'Quarantine'. The 'Quarantine' tab is active, showing 'User Blacklist' and 'User Whitelist' sections. The 'User Whitelist' section is active, showing 'Whitelisted Email Addresses' and 'Whitelisted Domains' sections.

Whitelisted Email Addresses

Page: Entries per page: Email:

Showing 0 - 0 of 0 items

<input type="checkbox"/>	Sender Email	Comment	Last Modified	Options
No records found.				

Whitelisted Domains

Page: Entries per page: Domain:

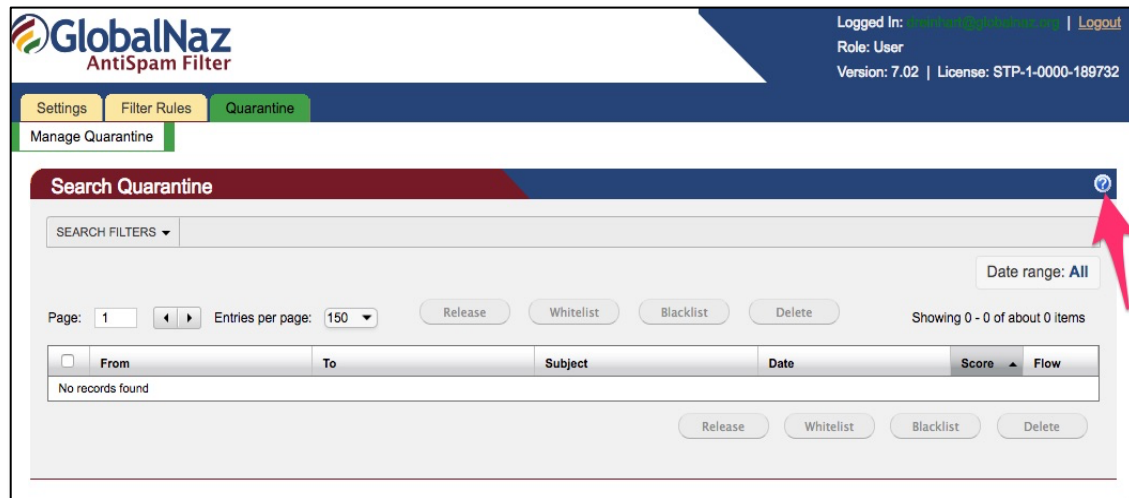
Showing 1 - 1 of 1 items

<input type="checkbox"/>	Sender Domain	Include Subdomains	Comment	Last Modified	Options
<input type="checkbox"/>	@globalnaz.org	Yes		2018-12-07 23:09:58	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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