

# Anti-Spam/Anti-Virus Tutorial

## How to configure anti-spam/anti-virus settings

22603 West Main Street  
Sussex, WI 53089

Ph: 262.820.8201 Fax: 262.820.8202  
Outside Metro Milwaukee Call Toll Free: 800.747.3399

[www.OnYourMark.com](http://www.OnYourMark.com)  
[office@OnYourMark.com](mailto:office@OnYourMark.com)

### Overview

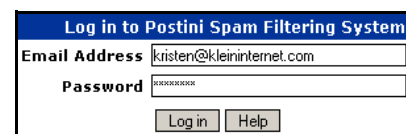
Our anti-spam and anti-virus system is available to administer online. The program blocks spam and virus email before they are delivered to your inbox. Using this system, you may log in and administer the settings of your email and virus control at any time.

The system allows companies to choose who has access to what controls. If a section in this tutorial does not appear when you log in, it means that you do not have access to this area.

### Accessing Controls

To access the anti-spam/anti-virus system, go to:

<http://www.onyourmark.com/email> or <http://login.postini.com/exec/login>



Enter your full email address and email password in the fields as shown. Click "Log In" to access the system.

### Viewing Blocked Spam and Viruses

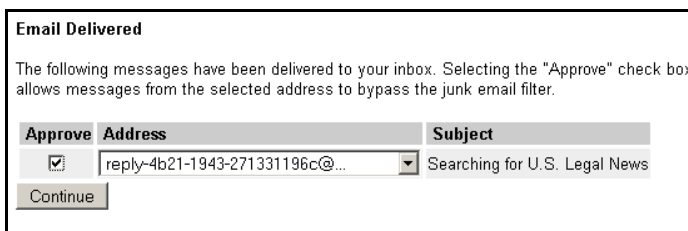
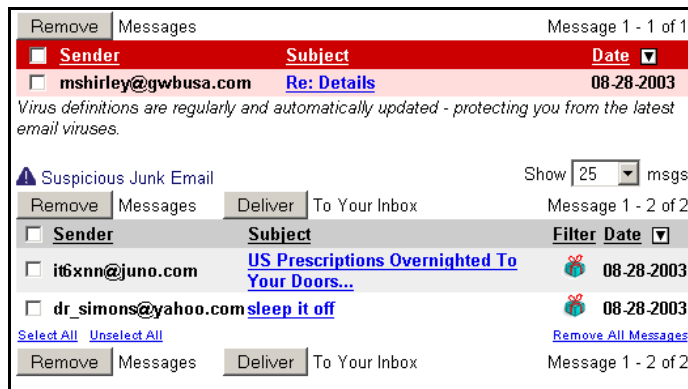
The first screen you will see after logging in to the system is the **Message Center**. The Message Center will display a list of the spam emails and viruses that have been blocked from your mailbox. Viruses are shown in the red section, while spam emails are shown in the gray section.

To read the email, click the blue header under Subject.

To remove spam or viruses from the lists, check the box in front of the message, or click [Select All](#) to select every message. Clicking [Unselect All](#) will unselect every message you have checked. Click [Remove] to delete the spam and viruses from your Message Center.

If a legitimate email has been tagged as spam, check the box in front of it and click [Deliver]. The next screen will ask you to confirm again that you want this email delivered to your inbox. Check the box under Approve and click [Continue] to send the message. When you deliver the message, you will be asked whether you want to add this sender or mailing list to your Approved Lists.

Clicking [Delivered](#) at the top of the Message Center will show you all emails you have approved for sending to your inbox. Clicking [Removed](#) will show all emails that have been blocked from your inbox.



**Message Center** View: [Quarantined](#) | [Delivered](#) | [Removed](#)

## Account Settings

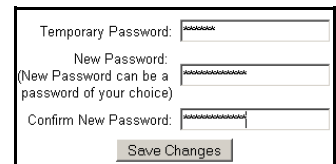
The **Account Settings** area allows you to administer features of your account.



[Account Settings](#) [Help](#) [Log Out](#)

### Password

The Password area allows you to change your password for logging in to the system. This does not change the password for your email accounts; contact us if you require an email password change. To change your system password, enter the current password in the “Temporary” box. Enter your desired new password in the “New Password” and “Confirm New Password” fields.



Temporary Password:

New Password:   
(New Password can be a password of your choice)

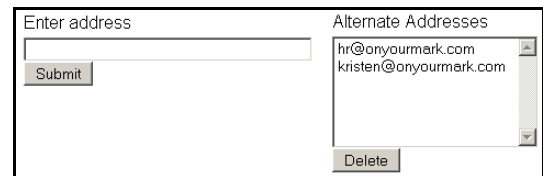
Confirm New Password:

Make sure to record your password; if you forget your new password after changing it in the system, it cannot be recovered!

### Managing Multiple Email Addresses

You may configure the system to filter more than one email account. Click [alternate address](#) to administer these settings.

To add emails for filtering, enter the full email address in the “Enter Address” box and click [Submit]. This will add the email to the “Alternate Addresses” box. To remove an email from the list, highlight it in the “Alternate Addresses” box and click [Delete].



Enter address

Alternate Addresses

hr@onyourmark.com  
kristen@onyourmark.com

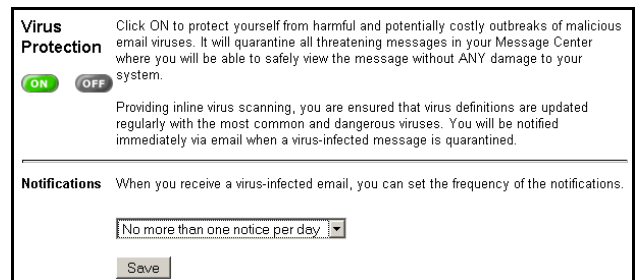
### Remember Me

When you sign in at <http://login.postini.com/exec/login>, your browser can “remember” your user name and password by using a cookie on your computer. By selecting the checkbox on the login screen, you can bypass the login each time you come back. The checkbox is only available when entering the system at <http://login.postini.com/exec/login>.

## Administering Virus Protection

If the “ON” button is shown in green, this means that virus filtering is activated for your email account. You may deactivate filtering by pressing “OFF”. If this section does not appear when you log in, it means that you do not have access to this area.

Under **Notifications**, you may tell the system how often you would like to receive notifications of when viruses are received. You may choose to be notified immediately, once per day or you may deactivate these notifications.



**Virus Protection** Click ON to protect yourself from harmful and potentially costly outbreaks of malicious email viruses. It will quarantine all threatening messages in your Message Center where you will be able to safely view the message without ANY damage to your system.

ON  OFF

Providing inline virus scanning, you are ensured that virus definitions are updated regularly with the most common and dangerous viruses. You will be notified immediately via email when a virus-infected message is quarantined.

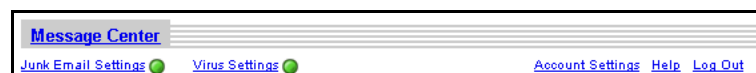
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**Notifications** When you receive a virus-infected email, you can set the frequency of the notifications.

Although the system is set to block viruses, we recommend installing antivirus software such as Norton or McAfee on your computer to offer greater protection against viruses.

## Help/Logging Out

Further help with this system is available by clicking the [Help](#) button. Feel free to call us at 262-820-8201 (800-747-3399 outside greater Milwaukee) for assistance.



[Message Center](#)

[Junk Email Settings](#)  [Virus Settings](#)  [Account Settings](#) [Help](#) [Log Out](#)

To log out of the system, click [Log Out](#). When you return to the system, you will then be asked to log in again.

## Administering Junk Email Settings

To administer the level of filtering in your email, click the [Junk Email Settings](#) link at the top of the Message Center.



If the “ON” button is shown in green, this means that spam filtering is activated for your email account. You may deactivate filtering by pressing “OFF”.

You may set your email filtering levels by using the radio buttons under “Spam Filters”. In the example shown, all settings are set down the middle, which will filter about 85% of spam emails out of your inbox. To increase settings for more aggressive filtering, click the radio buttons to the right of the center line. To decrease settings for less aggressive filtering, click the radio buttons to the left of the center line.



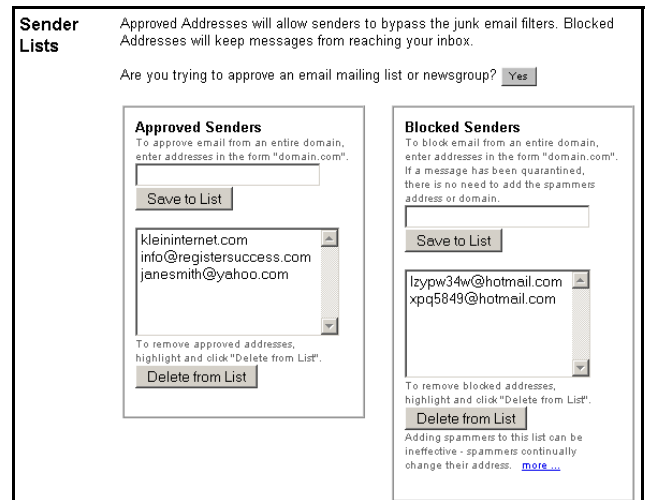
The system filters email based on content. The “Bulk Email” filter is a general filter which looks for common text used in unsolicited emails. “Sexually Explicit” emails contain pornographic and adult content. “Get Rich Quick” emails feature moneymaking scams and the like. “Special Offers” emails most often contain MLM and Pyramid scheme information, and “Racially Insensitive” emails contain discriminatory content. These images show on the Message Center next to your quarantined emails as a way of showing why the email was quarantined.

It may take some trial and error to find the best settings for your email. If your settings are set very high, you should log into the Message Center frequently to check what has been blocked. Emails quarantined in the message center are deleted after 14 days.

The **Sender Lists** are allows you to add and delete approved and blocked senders.

To add an address to your **Approved Senders** list, enter the email in box and click [Save to List]. This will add the sender to your approved list in the box below.

You may add full email addresses (ex: janesmith@yahoo.com) or domains (ex: onyourmark.com) to the Approved Senders list. Entering “onyourmark.com” into the list ensures that any email from “onyourmark.com” will pass through your filters, regardless if the sender is office@, kristen@ or anyone with “email@onyourmark.com”. You may wish to add family, friends and colleagues to this list when you start using the system.



To add an address to your **Blocked Senders** list, enter the email in box and click [Save to List]. This will add the sender to your blocked list in the box below. You may enter full email addresses or domains into your Blocked Senders list, just as you may in the Approved Senders list. Note that spammers change their email addresses often, so adding an email to this list may not block the repeated receipt of some spam messages. The same spam email may be sent from different email addresses.