

## LEGEND FOR MENU NAVIGATION

Menu | Structure [Buttons] *Tab or Sub-Tab* Hyperlink **Column Name, Drop-Down Menu, Checkbox etc.** *Instruction*

## SPAM MANAGER FOR ADMINS

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
Role of Quarantine Manager	Table Pg 4: <a href="#">Spam Manager Admin Guide</a>	Once registered, the Quarantine Administrator will be identified by the BDE system and the <b>Administration</b> Tab will be added to the Admin's Spam Manager portal.
Access ClientNet to Identify Spam Manager Admins	<a href="https://cp.mailstreet.hostaccount.com">https://cp.mailstreet.hostaccount.com</a>   <i>Login with your MailStreet CP credentials</i>   Hosting   Boundary Defense for Email   <a href="#">Log-in to control panel</a>   <i>Enter your Admin login credentials</i> NOTE: The default ClientNet admin credentials can be found above the <b>Log-in to control panel</b> link of the MailStreet CP.	ClientNet   <b>Configuration</b>   <b>Anti-Spam</b>   <b>Quarantine Settings</b>   <b>Quarantine Administrators</b> > <i>Enter email address(es) of the appropriate users who are to be Spam Manager Administrators, separated by semicolons (;) [Save and Exit]</i>
Register with Spam Manager	Spam Manager URL: <a href="https://spammanager-3.messagelabs.com">https://spammanager-3.messagelabs.com</a>	Register with Spam Manager after identifying yourself as the account Spam Manager Admin via ClientNet.
First time Login to Spam Manager as Admin	Click on the URL in the confirmation email.	Enter the login credentials provided in the confirmation email. You will gain access to the Spam Manager portal. The <b>Administration</b> Tab should be displayed as part of the portal configuration.
Changing Your Password	<b>Options</b>   <a href="#">Change Password</a>   <i>Enter your old password   Enter a new password and confirm the new password   [Change]</i>	Eight (8) characters that must include a symbol character are minimum password security requirements.
Viewing Details of Accounts	<b>Administration</b>   Show Accounts   <b>show accounts containing:</b> > <i>Enter search terms</i>   <b>within domain</b> > <i>Select domain</i>   <b>that were created:</b> in any way   [Search]	The search results are displayed. Leave <b>show accounts containing:</b> blank to display all accounts within a domain.
Creating New Spam Manager Accounts	<b>Administration</b>   Create Accounts   <i>Enter, or copy/paste the email addresses in input box</i>   <i>Select appropriate notification options checkboxes</i>   [Create Accounts]	A message is displayed, informing you whether the accounts have been created successfully.
Deleting Spam Manager Accounts	<b>Administration</b>   Show Accounts   <i>Click on checkbox(es) to left of those accounts to delete</i>   [Delete]	When a Spam Manger account is deleted and recreated with a different notification setting, any spam that was held for the original account is forwarded to the new account.
Viewing Aliases	<b>Administration</b>   Manage Aliases   <i>Enter a few characters in the Owner and Alias search boxes</i>   [Search]	The search results are displayed.
Creating Aliases	<b>Administration</b>   Manage Aliases   <b>Owner</b> > <i>Enter email of the account to which all spam will be directed</i>   <b>Alias</b> > <i>Enter email of the account to be managed by Owner</i>   <i>Click either [Add] or [Replace]</i>	Check the notification checkbox as desired.  To display the new or edited Aliases, search for the owner or alias using the search boxes. The updated list is displayed.
Delete an Aliased Email Address	<b>Administration</b>   Manage Aliases   <b>Alias</b> > <i>Enter email of the Alias to be removed</i>   <i>Select the checkbox to the right of the selected email address(es) to be deleted</i>   [Delete]	You can remove an alias to enable the owner of the previously aliased email address to manage their own spam. After an alias has been deleted, any spam received for that email address will no longer be directed to the alias' owner, but will instead be directed to a new Spam Manager account for that email address.

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## SPAM MANAGER FOR ADMINS (Continued)

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
Viewing Account Groups	<b>Administration</b>   Manage Account Groups   <i>Enter a few characters in the <b>Owner</b> and <b>Alias</b> search boxes</i>   [Search]	The search results are displayed.
Creating an Account Group	<b>Administration</b>   Manage Account Groups   <b>Owner</b> > <i>Enter email of the Spam Manager account to which all spam for the member accounts will be directed</i>   <b>Accounts in group</b> > <i>Enter email of the account to add to the group (multiple addresses or Distribution List)</i>   [Add]	To display the new or edited member accounts, search for the Owner or Member accounts using the Search boxes. The updated list is displayed.
Delete an Account from an Account Group	<b>Administration</b>   Manage Account Groups   <i>Enter email of the Account to access</i>   [Select]   The selected account is displayed against a colored background.	Removing an account from an account group does not affect the user to whom the email address belongs, because with account groups, the group members manage their own spam ordinarily.
Access Another User's Spam Manager Account	<b>Administration</b>   Access Different Account   <b>Account</b> > <i>Enter email of the Account to be removed</i>   <i>Select the checkbox to the right of the selected email address(es) to be deleted</i>   [Delete]	The email address of the User's account, to which you have access to, is displayed at the top.  You can perform tasks that are available to the User within this area. However, you cannot change the User's password.
Return to Your Own Account	<b>From within another User's Account</b>   <a href="#">Logout</a>   [Confirm]	You are returned to your own Account.