

LEGEND FOR MENU NAVIGATION

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

SPAM MANAGER

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
Log In to Spam Manager	Click on link in Spam Manager email Enter your Exchange login credentials [Login]	Use the Forgot your password? link for help accessing the Spam Manager portal.
Viewing Messages	Summary Type any part of a keyword in the Search box [Search]	Click the [Clear Search] button to list ALL messages
Selecting Messages	Summary Click the checkbox to the left of any message	To select all messages on a page click the top-most checkbox to the left of the Sender column.
Viewing the content of a message	Summary Click on the Senders name of any message The message is displayed	You can decide whether to release it, delete it, or neither [Cancel].
Releasing Messages	Summary Either: <ul style="list-style-type: none"> Select the checkbox to the left of the email and click [Release] Open the message and click [Release] at the top or bottom of the message 	<p>A Message released confirmation message is displayed. The released message is sent to your email inbox. It remains visible in Spam Manager and can be identified by the small arrow icon next to the subject.</p> <p>You may also release multiple messages by selecting several messages by clicking on the checkbox to the left of the messages prior to clicking on [Release].</p>
Deleting Messages	Summary Either: <ul style="list-style-type: none"> Select the checkbox to the left of the email and click [Delete] Open the message and click [Delete] at the top or bottom of the message 	You may also delete multiple messages by selecting several messages by clicking on the checkbox to the left of the messages prior to clicking on [Delete]. Use the [Delete All] button to remove all messages from Spam Manager.
Changing Your Password	Options Change Password Enter your old password Enter a new password and confirm the new password [Change]	Depending on your organization's security policy, Spam Manager may enforce certain requirements in your new password.
Change the frequency of notifications	Options Notifications Ensure Send notifications of newly received spam messages is checked Send notification when? > Select frequency [Save]	If the Notifications link is NOT shown on the Options page, then you can not change the frequency of these messages.
Add an Alias	Options Manage Aliases Enter the additional email address to be managed by this account [Add]	If you have setup aliases for your account, the Summary page in Spam Manager displays both the sender and the recipient (Aliases) of your spam messages.
Delete an Alias	Options Manage Aliases Click checkbox(es) of alias to delete [Delete]	Spam will no longer be received for aliases deleted.
Requesting a Sender to be approved	Summary Select a message from the sender of interest [Release] In the Message released confirmation, click [Request sender approved]	An email requesting the sender to be added to your organization's approved senders list is sent to your Email Services Administrator. The sender is added at the discretion of the Administrator.

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SPAM MANAGER (Continued)

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
View your approved and blocked senders	Approved Senders or Blocked Senders <i>The existing entries on your list are displayed.</i>	You can sort the list by clicking on the column heading. You can search for a specific sender, etc. To view all of the entries again after a search click [Clear Search].
Add an approved or blocked sender	Approved Senders or Blocked Senders [Add Entry] <i>Enter the email address or domain name of the sender to add to the list</i> <i>Enter a description for the entry</i> [Save]	An email address must be the full address with a valid domain name. The “wildcard” is not valid within a domain name.
Add an approved sender when you release a message from Spam Manager	Summary <i>Select a message from the sender of interest</i> [Release] <i>In the Message released confirmation, click [Approve sender] or [Approve domain]</i> <i>The Add Entry page is displayed with the Sender box already filled in</i> <i>Enter a description for the entry</i> [Save]	This feature will not be available if your organization has setup the approval process to be audited by an Administrator.
Editing an approved or blocked sender	Approved Senders or Blocked Senders <i>Locate the entry of interest and click on the sender name</i> <i>Edit the email address or domain if required</i> <i>Edit the description box</i> [Save]	Email addresses must be complete.
Deleting approved or blocked senders	Approved Senders or Blocked Senders <i>Locate the entries of interest and click the checkboxes to the left of the entries</i> [Delete]	Delete ALL approved or blocked senders by clicking the checkbox in the heading of the left column. All entries are selected, then click [Delete].