

How to Set the New Spam Filter

To set the new Spam filter:

- Login to the AdminTool using your user name and password.
- Select **Modify User** from the User Tools menu on the left navigation.
- At the Modify User—User Data screen, enter the name of the Admin-level user account you would like to modify and click the **Search Users** button.
- Select the account you want to modify.
- Once in the account, select **E-mail Access** from the quicknav to reach the Modify User—E-mail Access screen.
- Select the level of Spam filtering for the account from the **dropdown menu** (Figure 1). Descriptions of each level follow the dropdown menu.

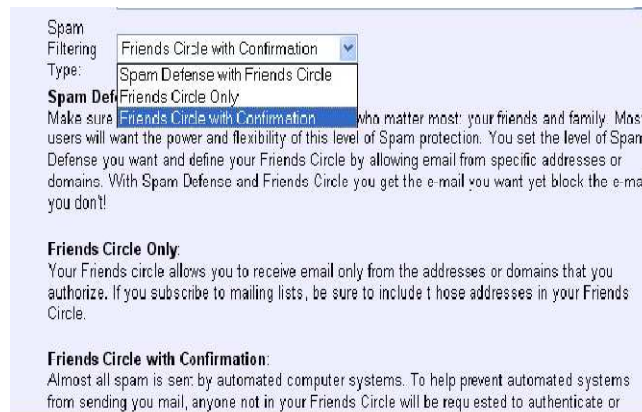


Figure 1

The three Spam filtering types are:

- o **Spam Defense with Friends Circle:** Default option. Most users will want the power and flexibility of this level of Spam filtering. The user sets the level of Spam Defense (Detection and Blocking) and then defines the Friends Circle by allowing e-mail from specific addresses or domains.
- o **Friends Circle Only:** With this setting, users receive e-mail only from the addresses or domains included in the Friends Circle. The user must include the e-mail addresses of mailing lists in the Friends Circle.
- o **Friends Circle with Confirmation:** To help prevent automated systems from sending the user e-mail, any e-mail sender not included in the Friends Circle will be requested to confirm that the sender is human. Again, users that subscribe to mailing lists must include those addresses in the Friends Circle.

- After selecting the Spam filtering type, click the Next arrow to access the next Modify User-E-mail Access screen (Figure 2).

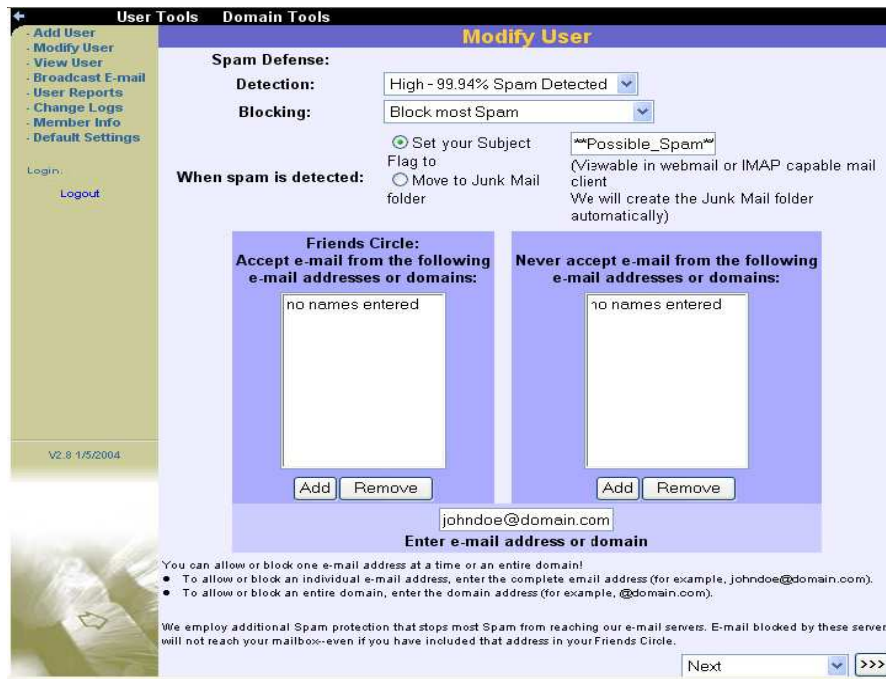


Figure 2

If the user has selected the Spam Defense with Friends Circle, the user will need to set Detection and Blocking levels on this screen.

At this screen, the user may specify e-mail addresses or domains that are part of the Friends Circle. In addition, the user can specify e-mail addresses or domains that should be blocked.

To accept the changes, access the Verify User Data option from the quicknav menu to access the Modify User—Verify User Data screen. To accept the changes, click the **Apply Modifications to the User** button.