What is a SPAM Mail Summary?

- A great way for you to take control of your e-mail.
- Received every morning at 5am
- Video Tutorial: http://wiki.lightspeedsystems.com/x/vAa8Ag

What’s in it?

- A summary of messages you received yesterday
- A personal link where you can view current messages held as spam.
- The actual e-mails that were blocked, followed by good messages received.
• Each message will always show:
  o Date & Time the e-mail was received by the SPAM filter
  o Who the message was from
  o What the Subject of the message was
  o (Why it was blocked)
  o Actions ...explained below

• Next to each blocked SPAM e-mail, you will have two options called “Actions”:
  ![Actions](image)
  o “Deliver Once” will send the e-mail to your inbox one time
  o “Always Allow” will send the e-mail to your inbox AND create a rule to always allow e-mails from this sender.

• At the end of the e-mail you will see “Good messages received”.
  o Lists all delivered e-mails from the previous day and gives you the option to:
    ![Action](image)
    o Click “Always Block” if this message was SPAM and should not have been delivered.

What happens if I want to find an e-mail from more than one day ago?

• You can view older e-mails by opening up any of your SPAM Mail Summary messages and clicking your personal link near the top that reads:

![To view CURRENT messages held as spam](image)

• Once open, you will see your personal SPAM Mail Report
• If you find a message you would like to receive, you have two options:

  o "Not Spam" will send the mail to you AND put the sender on your Personal Allow List.
  o "Forward Only" will send the mail to you one time, but get blocked again in the future.

• To initiate these actions:
  o Check the appropriate box next to the e-mail you would like to receive

  o Click “Execute Checked Actions” just above the column titled “Available Actions”

• Once you click “Execute Checked Actions” you will see a report with the results.
What if I don’t want to receive a daily SPAM Mail Summary?

- Go to your SPAM Mail Report by using your personal link within your SPAM Mail Summary

  To view CURRENT messages held as spam click here.

- Once in your SPAM Mail Report, click “Preferences” near the top of the page

- Uncheck “Send Daily Spam Summary Email?”

- Click “Save”

- Note: If you turn off your daily SPAM Mail Summary, PLEASE retain at least one SPAM Mail Summary in your inbox so that you can access your SPAM Mail Report using your unique personal link. This will allow you to monitor your SPAM whenever you chose to do so.

What if I still have questions?

- If you still have questions you may call the Help Desk @ 9445
- In addition, be sure to watch the training video for a better understanding:
  - http://wiki.lightspeedsystems.com/x/vAa8Ag