



MANAGING SPAM

This document is to guide you through steps to manage spam.

Spam is managed through the Webmail interface

The new webmail interface can be accessed one of two ways:

- visit www.safeaccess.com > then click the **Check Email** tab
- OR
- visit <https://webmail.safeaccess.com>

Login:

Welcome to our new webmail!

Login to the left using your full email address.

Tell your friends about Safe Access and earn a free month! Just tell them to put in your username as a referral when they sign up.

[Old Webmail](#)

Spam Folder:

Once you are logged in, in the left window you will see a list of folders.

550.0 KB 100.0 MB

Check Email Compose Email

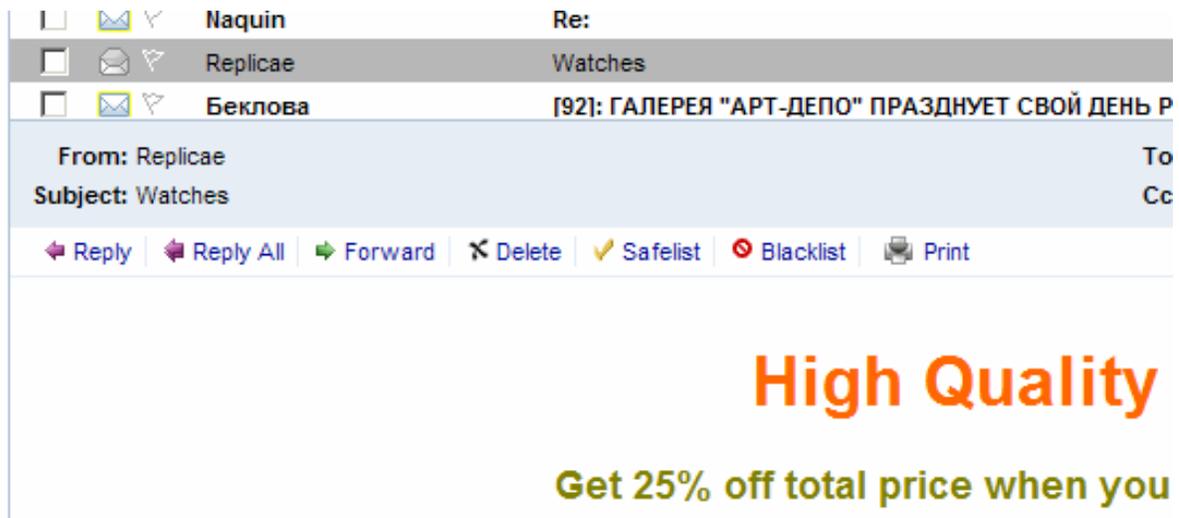
Email Folders

- Inbox
- Drafts (1)
- Sent
- Spam (79)**
- Trash

Delete OR Select Action OR Move to Folder First | Previous | Next | Last

	From	Subject
<input type="checkbox"/>	Evelyn Hogue	creative 2 premium Retail price: \$1199.00 our pric
<input type="checkbox"/>	Futures & Options Trader ...	Your September Futures & Options Trader Maga
<input type="checkbox"/>	Вячеслав	[39]: предлагаем в аренду сцены и подиумы q

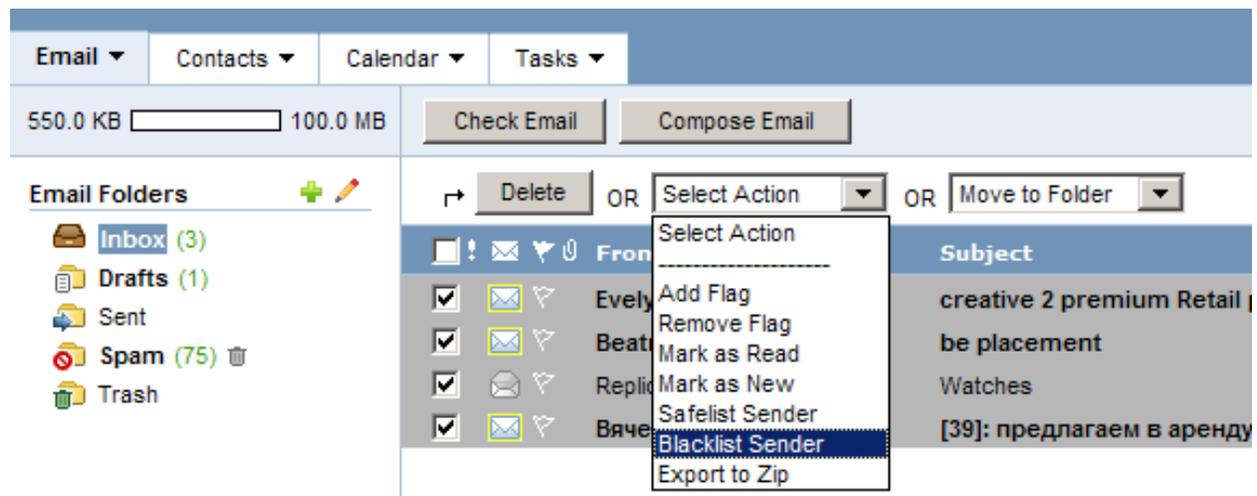
No matter which folder you are viewing, by clicking on a particular email, a preview of the email will open, along with a set of buttons, giving you the option to Reply, Reply All, Forward, Delete, Safelist (retrieve from spam), Blacklist (send to spam), and Print



Supposing you are in your spam folder and want to move the email and future emails from spam, click the **Safelist** button. If you are in your inbox folder and you want to classify an email as spam, click the **Blacklist** button.

OR

If you want to complete one of the above actions to multiple emails or to a single email without previewing, check the box to the left of each email, then **Select** an **Action** from the drop-down list.



Managing your email is easy with our intuitive webmail interface with controls that are consistent throughout.

Spam

Using Spam Filtering Preferences

Spam filtering tools work to detect and filter out spam. The changes you make to your spam filtering preferences will be in effect regardless of your email software; even if you use Outlook, Netscape Mail, Eudora, etc., your spam will be filtered, according to your preferences, before the email reaches your inbox.

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Spam Filtering Preferences](#) link.
3. In the [Spam Filtering Levels](#) section, indicate your desired level of spam filtering.
4. In the [Spam Handling](#) section, indicate how the spam filter should handle incoming spam.
 - Deliver to Spam folder - Spam messages will be delivered to your Spam folder.
 - Delete the email immediately - Spam messages will be deleted automatically.
 - Deliver to this alternate email address - Spam messages will be forwarded to the email address you indicate.
 - Add this text to the beginning of the Subject line - Spam messages will be delivered to your Inbox, but will include text (e.g., "[SPAM]") in the Subject line.
 - Ignore - Spam messages will be delivered to your Inbox.
5. If your spam messages are being delivered to your Spam folder, you may want to limit the amount of spam that is stored in the folder. Indicate how often your Spam folder should be purged automatically - after a specific number of days or specific number of email messages. Or, to turn off the automatic cleanup, select [Never automatically delete email](#).
6. Click the [Save](#) button.

Note: If you are using email software with a POP3 connection, you will need to log in to webmail to view your Spam folder.

Adding a Sender to the Blacklist

When you add a sender, domain, or IP to your blacklist, you ensure that email from those senders is always handled as spam.

When you receive email from a sender you would like to add to your blacklist, click the [Blacklist Sender](#) link, located above the message.

To manage your blacklists:

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Spam Filtering Blacklists](#) link.
3. In the [Domain & Email Blacklist](#) box, you can add or remove blacklisted email addresses or domains.
4. In the [IP Blacklist](#) box, you can add or remove blacklisted IP addresses.
5. When you are done, click the [Save](#) button.

Adding a Sender to the Safelist

When you add a sender, domain, or IP to your safelist, you ensure that email from those senders is never handled as spam. This ensures that you will always receive email from those senders.

When you receive email from a sender you would like to add to your safelist, click the [Safelist Sender](#) link, located above the message.

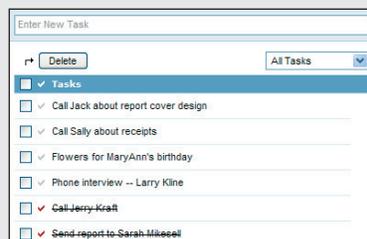
To manage your safelists:

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Spam Filtering Safelists](#) link.
3. In the [Domain & Email Safelist](#) box, you can add or remove safelisted email addresses or domains.
4. In the [IP Safelist](#) box, you can add or remove safelisted IP addresses.
5. When you are done, click the [Save](#) button.

Tasks

Viewing Tasks

You can view your tasks by clicking the [Tasks](#) link, located in the folder list. Your tasks will also be displayed alongside the calendar in Day and Week view.



Creating a Task

There are several ways to add a new task to your task list:

From the Tasks window:

- Click the [Add Task](#) button. Enter information about the task, and then click the [Save](#) button.
- Or, enter a task in the [Enter New Task](#) box, and then press the [Enter/Return](#) key on your keyboard.

From the Calendar window (in Day and Week view):

Enter a task in the [Enter New Task](#) box and then press the [Enter/Return](#) key on your keyboard.

Working with Tasks

- To edit a task, double-click the task.
- To mark a task as complete, click the checkmark icon, located to the left of the task name. Or, double-click the task and check the [Completed](#) check box.
- To delete a task, click the box next to the task, and then click the [Delete](#) button. To delete all tasks, click the uppermost check box, and then click the [Delete](#) button.

Viewing Completed and Incomplete Tasks

When you are viewing your tasks, click the drop-down menu, located above the task list, and select [All Tasks](#), [Completed Tasks](#), or [Incomplete Tasks](#), as desired.