

An Introduction to Using MailMarshal

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I. What is MailMarshal?

MailMarshal is software that is used to filter unwanted SPAM messages from your email. Users have the ability to release messages to the inbox if they have been mistakenly tagged as SPAM. Users can also individually “whitelist” or “blacklist” email addresses.

II. How to Access Your MailMarshal Account

When MailMarshal quarantines a SPAM message addressed to your email account, you receive an email message with the subject line of “MailMarshal Message Digest.” If you wish to log into your MailMarshal account, click on the “Manage your Spam – Suspect Folder” link. This link is located near the top of the email message.

MailMarshal Message Digest

mailmarshal@hccanet.org

To: leah@hccanet.org

Spam - Suspect Folder Summary Digest

for leah@hccanet.org Wednesday, December 08, 2004

The emails listed below have been placed by MailMarshal in your Spam - Suspect Folder. They will be deleted after 7 days.

[Manage your Spam - Suspect Folder](#)

From	Subject	Date
request@imagesforeducation.com	Biology_Art_History_Math_Images-Dec_6	2004-12-07 04:27:48

Thousands of standards aligned images are waiting for your students and teachers. Now that your school is wired for the internet give your students and teachers a destination that keeps them productiv

[Release Message](#)

VossHonda@ilm.reyrey.com	Happy Honda Days From Voss Honda	2004-12-07 13:28:33
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Happy Honda Day's From Voss Honda "Get Something on Your Wish List this Year" Year End Clearance Going On Now. Outstanding Savings On All 04 & 05 Honda's There are a lot of New Car Gifts to be had


[Release Message](#)

listserve@transcender.com	Free TransTrainer video with Cert purchase	2004-12-07 14:56:14
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[transtrainermail_120204] <http://www.transcender.com/info.asp?id=emLSHY121104&ref=home> Leah, make sure you get the edge you need to pass your certification exams. By using TranscenderCert practice

[Release Message](#)

After clicking the link, a new window will appear. If you are a first time user, click the register button. You must use the same email address shown in the MailMarshal message to register. If you are a returning user, login by entering your email address and password.

 Welcome to MailMarshal Spam Quarantine Management

Log In

Your Email Address:

Your Password:

Sign me in automatically.

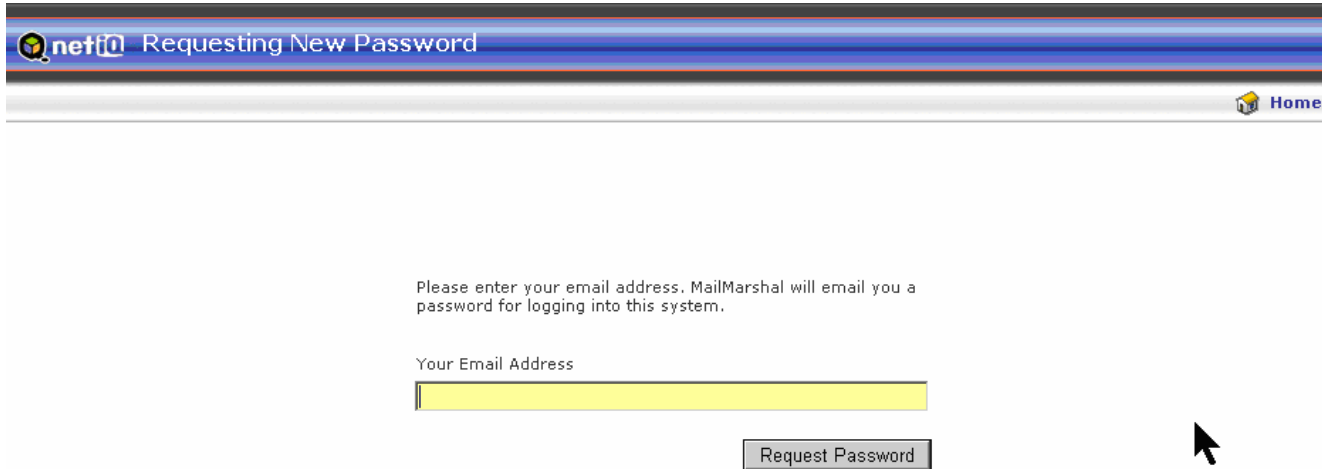
First time user?
If so, you must register to use this site.

Forgot your password?

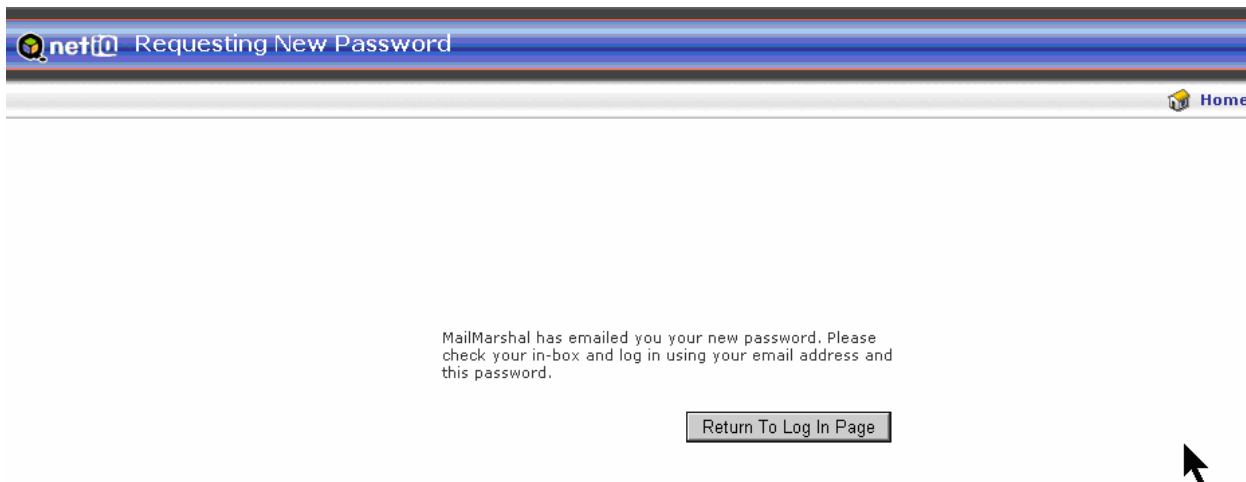
Version: 6.0.3.8

III. How to Register your MailMarshal Account

If you have never logged into your MailMarshal account, you must first register. In order to register your account, click the 'Register' button. Enter your email address (the same address that was displayed on the original MailMarshal message) and click the 'Request Password' button.



After you click 'Request Password,' another screen will display. This screen tells you that MailMarshal has received your request for a password. Within 2-5 minutes, MailMarshal will send a login password to your email address.



The diagram below contains a sample of the email containing your username and password. The message will have a subject line of "MailMarshal Quarantine Management System: New Password Request." Open the message and you'll find your new username and password for MailMarshal.

MailMarshal Quarantine Management System: New Password Request

mailmarshal@hccanet.org

To: leah@hccanet.org


This is an automated message from MailMarshal.

You have successfully registered with the MailMarshal Quarantine Management System. Use your login and password below to access the MailMarshal Quarantine Management web site to manage your email.

Your login name is: **leah@hccanet.org**

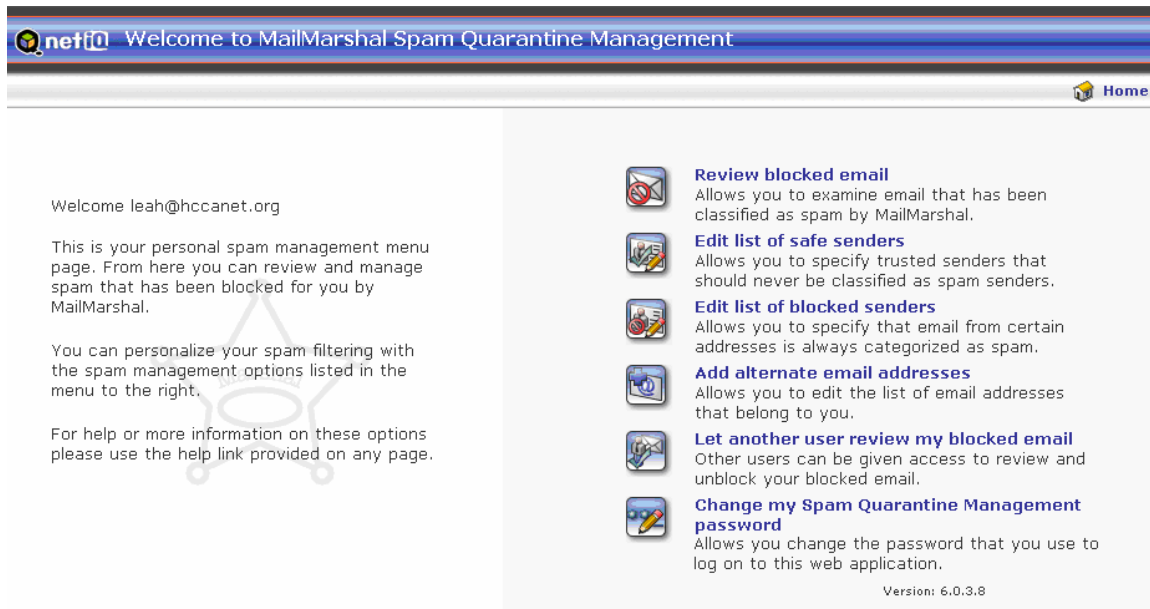
Your new password is: **9yck86**

Once you have received your password, you can click on the “Manage your SPAM – suspect folder” and log into. After you have clicked on the link and entered your username and password, click the ‘Log In’ button.



The screenshot shows the login interface for MailMarshal Spam Quarantine Management. At the top, a blue banner reads "net Welcome to MailMarshal Spam Quarantine Management". Below this is a "Log In" form with fields for "Your Email Address" (containing "leah@hccanet.org") and "Your Password" (masked with dots). There is a "Sign me in automatically" checkbox and a "Log In" button. Below the form, it says "First time user? If so, you must register to use this site." with a "Register" button. To the right of the form, there is explanatory text: "Log in to Spam Quarantine Management by entering your email address and password at left." and "If this is your first time using this site you must register by clicking the 'Register' button." and "If you have forgotten your password, you can get a new one by clicking the 'Request new password' button." At the bottom right of the page, it says "Version: 6.0.3.8".

If you successfully logged in to MailMarshal, you will have access to the MailMarshal SPAM Quarantine Management.



The screenshot shows the dashboard for MailMarshal Spam Quarantine Management. At the top, a blue banner reads "net Welcome to MailMarshal Spam Quarantine Management". Below this is a "Home" link. The main content area is divided into two columns. The left column contains a welcome message: "Welcome leah@hccanet.org" and "This is your personal spam management menu page. From here you can review and manage spam that has been blocked for you by MailMarshal." and "You can personalize your spam filtering with the spam management options listed in the menu to the right." and "For help or more information on these options please use the help link provided on any page." The right column contains a list of management options, each with an icon and a brief description: "Review blocked email" (Allows you to examine email that has been classified as spam by MailMarshal.), "Edit list of safe senders" (Allows you to specify trusted senders that should never be classified as spam senders.), "Edit list of blocked senders" (Allows you to specify that email from certain addresses is always categorized as spam.), "Add alternate email addresses" (Allows you to edit the list of email addresses that belong to you.), "Let another user review my blocked email" (Other users can be given access to review and unblock your blocked email.), and "Change my Spam Quarantine Management password" (Allows you change the password that you use to log on to this web application.). At the bottom right of the page, it says "Version: 6.0.3.8".

IV. Change SPAM Quarantine Password







In order to change your MailMarshal password, log into your MailMarshal account. Click on the “Change My Spam Quarantine Management Password” link.

Welcome leah@hccanet.org

This is your personal spam management menu page. From here you can review and manage spam that has been blocked for you by MailMarshal.

You can personalize your spam filtering with the spam management options listed in the menu to the right.

For help or more information on these options please use the help link provided on any page.

-  **Review blocked email**
Allows you to examine email that has been classified as spam by MailMarshal.
-  **Edit list of safe senders**
Allows you to specify trusted senders that should never be classified as spam senders.
-  **Edit list of blocked senders**
Allows you to specify that email from certain addresses is always categorized as spam.
-  **Add alternate email addresses**
Allows you to edit the list of email addresses that belong to you.
-  **Let another user review my blocked email**
Other users can be given access to review and unblock your blocked email.
-  **Change my Spam Quarantine Management password**
Allows you change the password that you use to log on to this web application.

Version: 6.0.3.8

After clicking on the link, you will be prompted for your current password and a new password. The easiest way to enter this information is to highlight the password in the email you received, copy it, and paste it into the "old password" text field. Then click the 'Change Password' button.

To change your MailMarshal Spam Self-Manager password, please provide the following information and then click Change Password.

Old password:

New password:

Confirm new password:

After you click the 'Change Password' button, a new screen displays and notifies you that your password has been changed.

To change your MailMarshal Spam Self-Manager password, please provide the following information and then click Change Password.

Old password:

New password:

Confirm new password:

Password was successfully changed.

V. Releasing Messages from MailMarshal

If you want to release any messages stored in quarantine, click on the “Release Message” link below the message you are trying to release. This action releases the message from quarantine and sends it on to your inbox. If you do not want to release a message, you can leave it in quarantine. All messages are automatically deleted at 7 days. If you choose to release a message, it will be delivered immediately to your inbox unless you add it to your blocked senders list.

MailMarshal Message Digest

mailmarshal@hccanet.org

To: leah@hccanet.org

Spam - Suspect Folder Summary Digest

for leah@hccanet.org Wednesday, December 08, 2004

The emails listed below have been placed by MailMarshal in your Spam - Suspect Folder. They will be deleted after 7 days.

[Manage your Spam - Suspect Folder.](#)

From	Subject	Date
request@imagesforeducation.com	Biology_Art_History_Math_Images-Dec_6	2004-12-07 04:27:48

Thousands of standards aligned images are waiting for your students and teachers. Now that your school is wired for the internet give your students and teachers a destination that keeps them productiv

[Release Message](#)

VossHonda@ilm.reyrey.com	Happy Honda Days From Voss Honda	2004-12-07 13:28:33
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Happy Honda Day's From Voss Honda "Get Something on Your Wish List this Year" Year End Clearance Going On Now. Outstanding Savings On All 04 & 05 Honda's There are a lot of New Car Gifts to be had

[Release Message](#)

listserve@transcender.com	Free TransTrainer video with Cert purchase	2004-12-07 14:56:14
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[transtrainemail_120204] <http://www.transcender.com/info.asp?id=emL.SHY121104&ref=home> Leah, make sure you get the edge you need to pass your certification exams. By using TranscenderCert practice

[Release Message](#)

After you have clicked the “Release Message” link, you will be prompted to log in to MailMarshal using your username and password. After you have entered your username and password, select the ‘Log In’ button.

netIQ Welcome to MailMarshal Spam Quarantine Management

Log In

Your Email Address:
leah@hccanet.org

Your Password:
●●●●●●

Sign me in automatically. **Log In**

First time user?
If so, you must register to use this site. **Register**

Forgot your password? **Request new password**

Log in to Spam Quarantine Management by entering your email address and password at left.

If this is your first time using this site you must register by clicking the "Register" button.

If you have forgotten your password, you can get a new one by clicking the "Request new password" button.

Version: 6.0.3.8

After you have successfully logged in, another window will appear letting you know the message has been released. Click the ‘ok’ button. Within a couple of minutes, the message you released will appear in your inbox.

The message has been released.

VI. Add Alternate Email Addresses

You may receive mail in multiple accounts. For example, you may have aliases or forwarders setup such as jane@hccanet.org and jane@schoolname.org. In order to add additional email addresses to your MailMarshal account, log into MailMarshal and click on the “Add alternate email addresses” link.







net Welcome to MailMarshal Spam Quarantine Management [Home](#)

Welcome leah@hccanet.org

This is your personal spam management menu page. From here you can review and manage spam that has been blocked for you by MailMarshal.

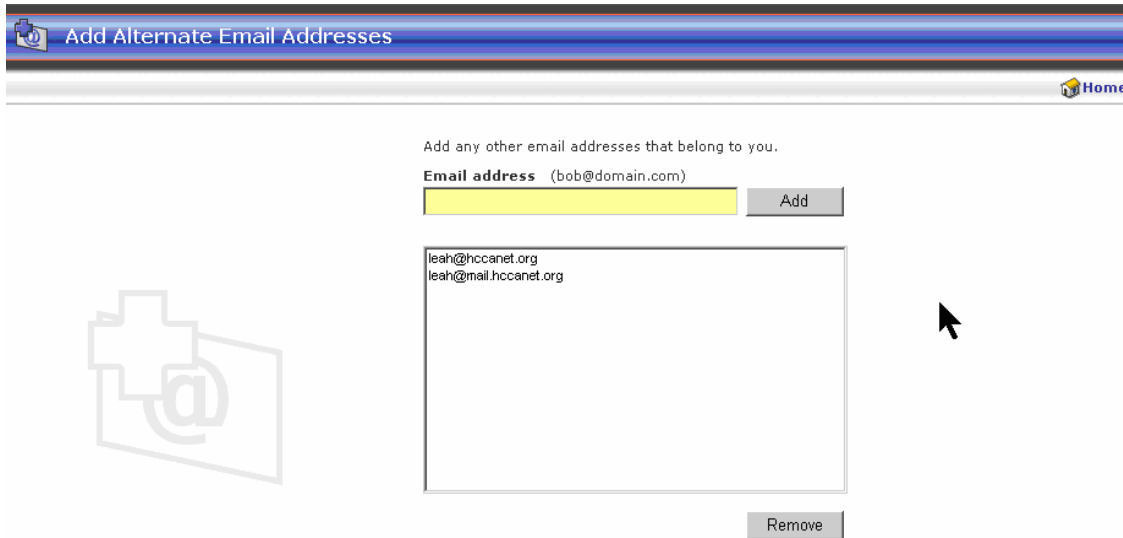
You can personalize your spam filtering with the spam management options listed in the menu to the right.

For help or more information on these options please use the help link provided on any page.

-  **Review blocked email**
Allows you to examine email that has been classified as spam by MailMarshal.
-  **Edit list of safe senders**
Allows you to specify trusted senders that should never be classified as spam senders.
-  **Edit list of blocked senders**
Allows you to specify that email from certain addresses is always categorized as spam.
-  **Add alternate email addresses**
Allows you to edit the list of email addresses that belong to you.
-  **Let another user review my blocked email**
Other users can be given access to review and unblock your blocked email.
-  **Change my Spam Quarantine Management password**
Allows you change the password that you use to log on to this web application.

Version: 6.0.3.8

Type in the alternate email address and click the 'Add' button. If there is an alternate email listed in the text box that you wish to remove, you can click on it and click the 'Remove' button.



Add any other email addresses that belong to you.

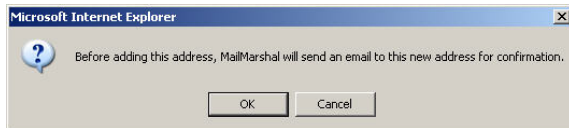
Email address (bob@domain.com)

Add

leah@hccanet.org
leah@mail.hccanet.org

Remove

You will get an email confirmation before this address is added. Click 'OK.'



A confirmation email will arrive shortly. Click the link "To confirm this request, please click [here](#)".

MailMarshal Quarantine Management Request

mailmarshal@hccanet.org

To: Leah Souders

This is a message from the MailMarshal Quarantine Management System.

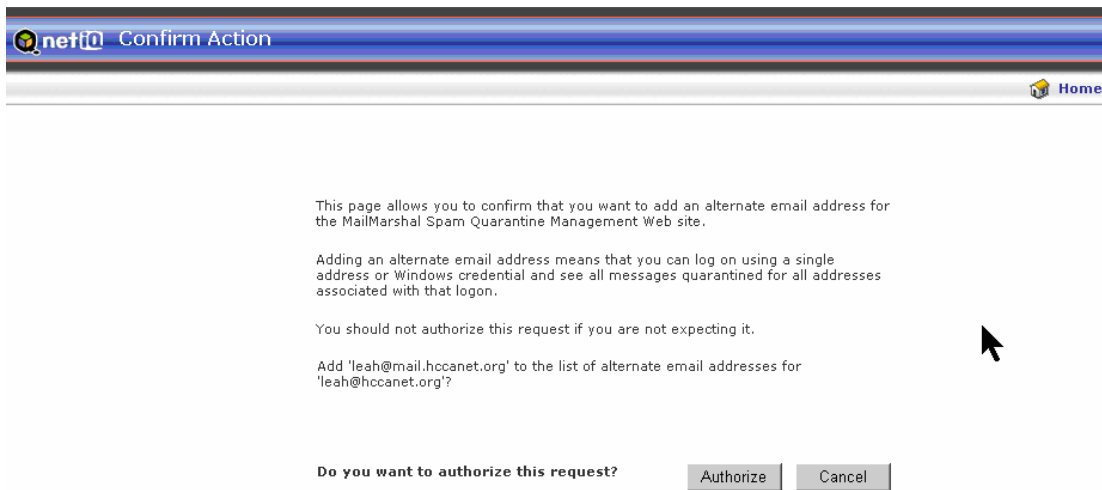
MailMarshal has received a request that leah@mail.hccanet.org be added to the list of email addresses managed by leah@hccanet.org through the MailMarshal Quarantine Management web site.

To **confirm** this request, please click [here](#)

If you did not make this request **do not** click on the link.

If you are unsure about this message, please contact kelly@hccanet.org.

After clicking the link, you will be redirected to a page where you click the 'Authorize' button in order to add the email address to MailMarshal.



net Confirm Action

Home

This page allows you to confirm that you want to add an alternate email address for the MailMarshal Spam Quarantine Management Web site.

Adding an alternate email address means that you can log on using a single address or Windows credential and see all messages quarantined for all addresses associated with that logon.

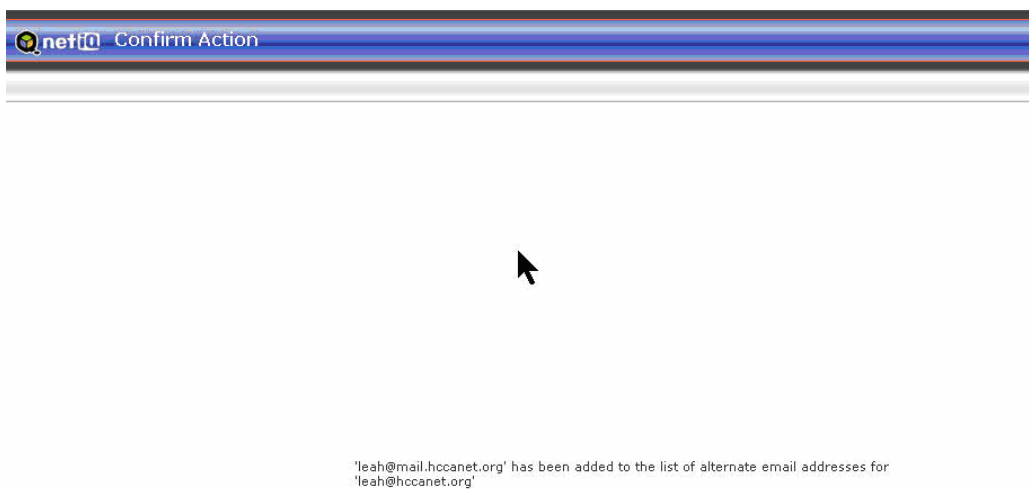
You should not authorize this request if you are not expecting it.

Add 'leah@mail.hccanet.org' to the list of alternate email addresses for 'leah@hccanet.org'?

Do you want to authorize this request?

Authorize Cancel

You will receive a confirmation that the alternate email address was added.



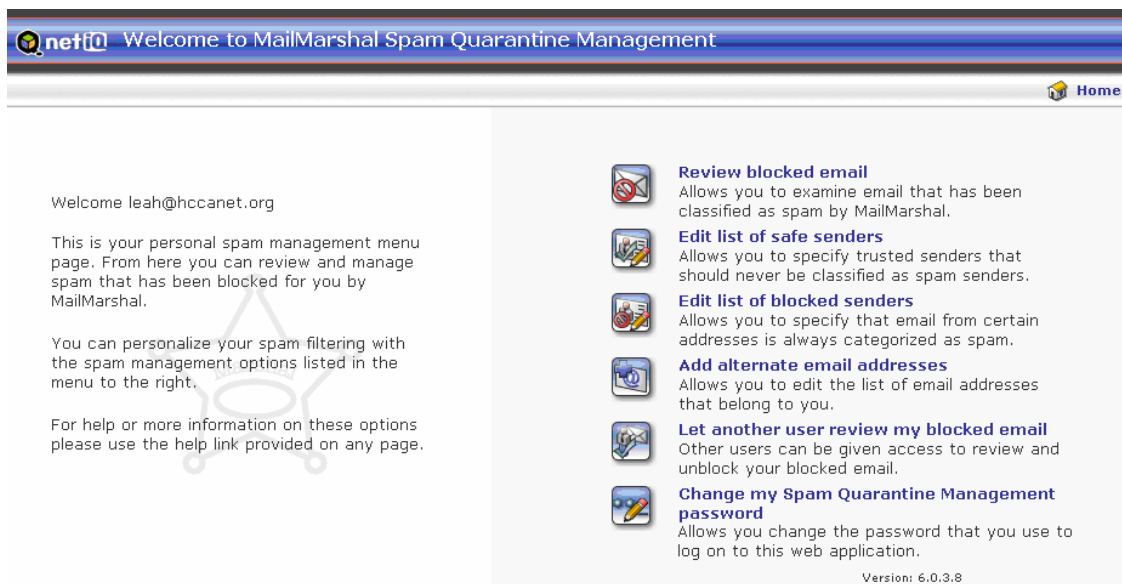
net Confirm Action

Home

'leah@mail.hccanet.org' has been added to the list of alternate email addresses for 'leah@hccanet.org'

VII. Review Blocked Email

In order to view your blocked email, log in to the MailMarshal interface and click on the "Review blocked email" link.



net Welcome to MailMarshal Spam Quarantine Management







Home

Welcome leah@hccanet.org

This is your personal spam management menu page. From here you can review and manage spam that has been blocked for you by MailMarshal.

You can personalize your spam filtering with the spam management options listed in the menu to the right.

For help or more information on these options please use the help link provided on any page.

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-  **Edit list of blocked senders**
Allows you to specify that email from certain addresses is always categorized as spam.
-  **Add alternate email addresses**
Allows you to edit the list of email addresses that belong to you.
-  **Let another user review my blocked email**
Other users can be given access to review and unblock your blocked email.
-  **Change my Spam Quarantine Management password**
Allows you change the password that you use to log on to this web application.

Version: 6.0.3.8

After you have clicked on the link, you can then check the messages that you wish to delete, add to safe senders, or unblock, and click on the corresponding button.

VIII. Edit List of Safe Senders

To edit your list of safe senders, log in to the MailMarshal interface and click on the “Edit list of Safe Senders” link.

Welcome leah@hccanet.org

This is your personal spam management menu page. From here you can review and manage spam that has been blocked for you by MailMarshal.

You can personalize your spam filtering with the spam management options listed in the menu to the right.

For help or more information on these options please use the help link provided on any page.

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- Edit list of blocked senders**
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- Add alternate email addresses**
Allows you to edit the list of email addresses that belong to you.
- Let another user review my blocked email**
Other users can be given access to review and unblock your blocked email.
- Change my Spam Quarantine Management password**
Allows you change the password that you use to log on to this web application.

Version: 6.0.3.8

Enter the email address of the sender you wish to never block and click the ‘Add’ button.

Specify email addresses that should never be blocked for leah@hccanet.org.
Email address or domain (bob@domain.com or *@netiq.com)

A pop-up window will appear, confirming that you want to add that email address to your safe sender list. Click ‘OK.’

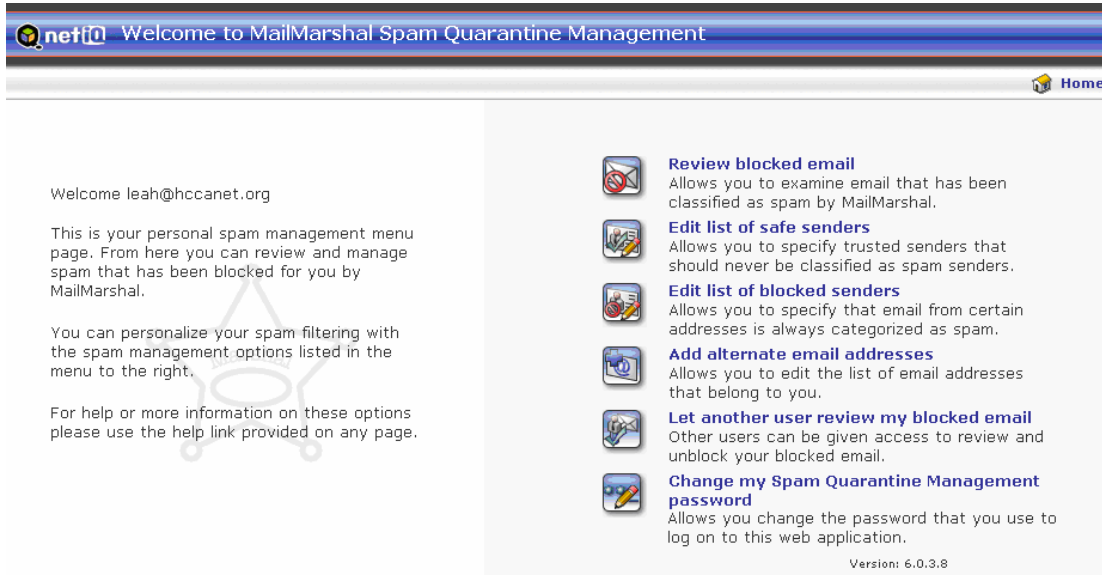
Microsoft Internet Explorer

?

Add this address to the Safe Senders list for leah@hccanet.org? (Message will be unblocked as well.)

IX. Edit List of Blocked Senders

In order to edit your list of blocked senders, you need to log in to the MailMarshal interface and click on the “Edit list of Blocked Senders” link.



Welcome leah@hccanet.org

This is your personal spam management menu page. From here you can review and manage spam that has been blocked for you by MailMarshal.

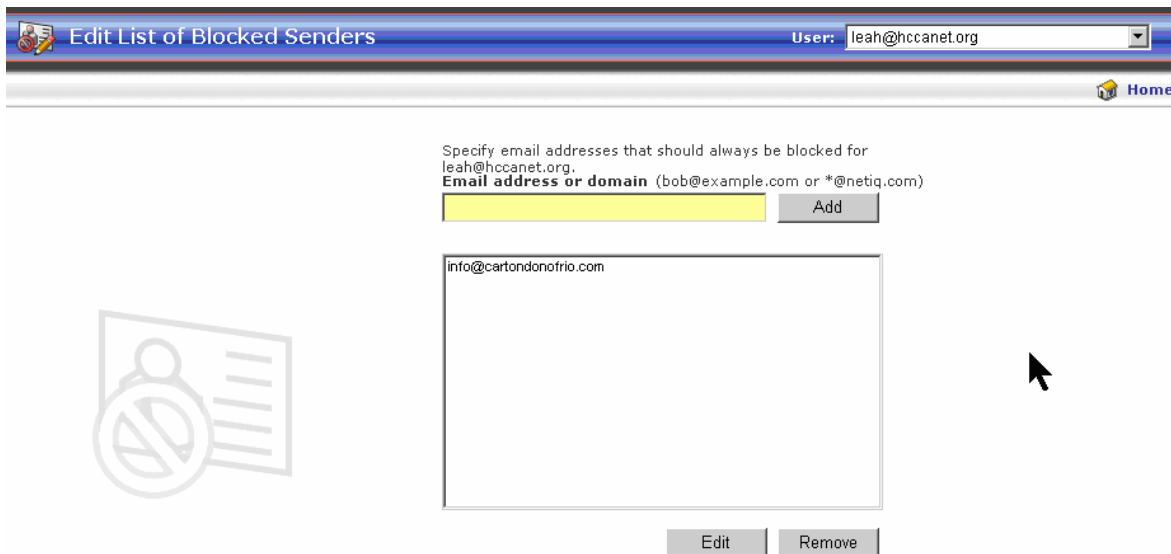
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- Add alternate email addresses**
Allows you to edit the list of email addresses that belong to you.
- Let another user review my blocked email**
Other users can be given access to review and unblock your blocked email.
- Change my Spam Quarantine Management password**
Allows you change the password that you use to log on to this web application.

Version: 6.0.3.8

Enter the email address of the sender you do not want to receive emails from and click the ‘Add’ button. If you wish to block all users from a certain domain, you can use the asterisk (*) as a wildcard (i.e. *@yahoo.com). After you have clicked ‘Add,’ a pop-up window will appear confirming that the change. Click ‘OK.’



Specify email addresses that should always be blocked for leah@hccanet.org.
Email address or domain (bob@example.com or *@netiq.com)

info@cartondonofrio.com