

Managing Email with Defender MX and MailWatch

We recently installed an email filter at Lockwood to help reduce the amount of SPAM and unwanted mail that was clogging our system. As a user, you may be quite happy with the filter and never have occasion to manage its decisions on blocking mail from your account. Or you may find that you are missing an expected message and you wish to retrieve it. These simple directions will assist you with the MailWatch interface in your favorite Internet browser.

1) Launch Safari or Firefox and type this address in the address bar:
http://192.168.1.2 (off campus use **http://209.137.247.131**).

2) The Defender login screen appears. Type in your First Class email address and password.

3) Once you login you are at the **home** screen. All the other screens will open as new windows on top of this home screen.

4) Click **mailwatch** on the navigation bar. This takes you to the screen that displays ALL the mail that has tried to enter your First Class account.

5) In the **Recent Messages** screen your email is color coded by MailWatch to let you quickly view the assigned ratings. This screen refreshes every 30 seconds so it can display the most current mail.

Color Codes	
Bad Content/Infected	■
Spam	■
High Spam	■
MCP	■
High MCP	■
Whitelisted	■
Blacklisted	■
Clean	■

Today's Totals shows you the percentage of clean mail, spam and high scoring spam.

Codes for email are explained in the color code chart at the top of the MailWatch screen.

Today's Totals		
Processed:	9	227.3Kb
Clean:	3	33.3%
Viruses:	0	0.0%
Top Virus:		None
Blocked files:	0	0.0%
Others:	0	0.0%
Spam:	2	22.2%
High Scoring Spam:	4	44.4%
MCP:	0	0.0%
High Scoring MCP:	0	0.0%

6) The **Quarantine** button displays email that has been quarantined or held from entering your First Class account. Click on the date to see the list of quarantined mail. Mail is held in quarantine for at least 14 days, then deleted. You can release mail from the quarantine by selecting the specific mail in the left hand column. Selecting displays information about the email. At the very bottom of this screen there is an area to release this email and allow it to be sent to your First Class mail account. Put a check the **Release** box and then use the pull-down menu to release the mail as:



- HAM (good spam)
- SPAM (actual spam)
- FORGET (no rating, just release it this time)

Your choice assists the filter in learning from your rating. Lastly, click the SUBMIT button. This mail should now appear in your First Class mailbox.

7) Click the close button on your browser window to get back to the HOME screen. Then click the **user preferences** button. This screen allows you to add addresses to the “White List”, a list of people who email you that should never be marked as spam. Use the format *name@address.com*, enter the address and then click ADD. Wildcards can be used to block entire domains (i.e. **@somedomain.com* or *fred*@somedomain.com*).

8) Similarly, enter addresses from which you **NEVER** want to receive mail in the “Black List”.

9) For General Spam Preferences, I suggest that you leave each of the choices unchecked. The default setting for MailWatch is “I want low spam”. Your account is set to default unless you change the setting.