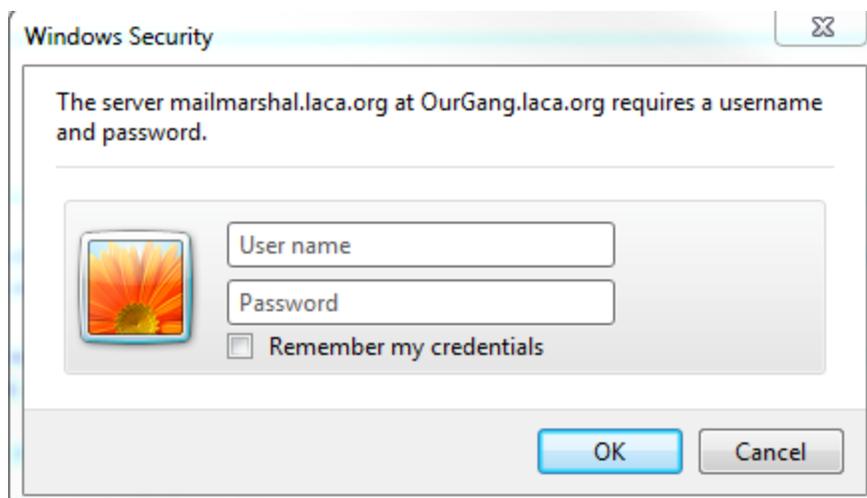


LACA – MailMarshal Allowing and Denying Email Addresses

LACA uses a program called MailMarshal to filter spam message. Sometimes based on how MailMarshal classifies email, certain messages can get block that you need access to or not get blocked and the spam comes into your inbox. You have full control over your spam filtering and this document will show you have to make changes to the MailMarshal Filtering.

To start go to <https://mailmarshal.laca.org>. Next, you will be prompted for a username and password, type in your email username and password.



You will now see the main dashboard of MailMarshal, from here you can allow messages that have been blocked within the last couple of days. There are multiple ways to allow messages, first you can just allow the one message that was blocked, or you can set the users email address to always be allowed and to never get filtered by MailMarshal. If you wish to just allow this message one time check the box next to the message and click "Unblock" this will now release the message to your inbox. If you wish to always allow this users email address check the box next to the message and click "Safe Senders" this will then add the user to your safe senders list.

Logged In As: OURGANG\jalexander | Help?



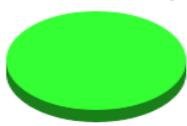
Home
Blocked Mail
Manage Senders
User Settings
Administrator

Welcome OURGANG\jalexander

Blocked Messages

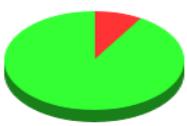
You have 1 blocked email

Today's Data



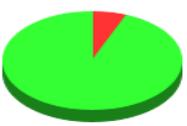
Allowed	11 (100%)
Blocked	0 (0%)
Total	11

This Week's Data



Allowed	135 (91%)
Blocked	13 (9%)
Total	148

This Month's Data



Allowed	768 (94%)
Blocked	51 (6%)
Total	819

Latest Blocked Mail

Unblock
Safe Sender
Block Sender
Delete

From	Subject	Size	Date
<input type="checkbox"/> erpguide@b2bwebresearch.com	ERP Under the Microscope: Focus Buyer's Guide	10014	1/28/2011

View All

LACA

TECHNOLOGY IN MOTION

The next main page that will be useful will be the Manage Senders page, to get to this page click the tab at the top of the page called "Manage Senders". In this area you can Allow users email address, whole email domains, or block certain emails you don't wish to receive.

The screenshot shows the MAIL MARSHAL Spam Quarantine Management interface. At the top, there is a navigation bar with tabs for Home, Blocked Mail, Manage Senders (which is highlighted), User Settings, and Administrator. A search bar labeled "Mail Search" is located to the right of the navigation bar. Below the navigation bar, the page title "Manage Senders" is displayed. To the right of the title, there is a user profile icon and the name "OURGANG\jalexander". The main content area is divided into two columns. The left column contains two sections: "Blocked Senders" with the description "Specify email addresses that should always be blocked." and "Safe Senders" with the description "Specify email addresses that should never be blocked. Mail from these addresses will be sent directly to your mailbox." The right column contains a section titled "Email Address or Domain" with two radio buttons: "Block this Sender" (which is selected) and "Allow this Sender". Below the radio buttons is an input field and an "Add" button. An example text "Example: support@marshal.com or *@marshal.com" is provided below the input field. At the bottom of the page, there are two columns labeled "Blocked Senders" and "Safe Senders", which are currently empty. At the very bottom of the page, there is a pagination control with buttons for "« Prev", "1", "2", and "Next »".



Let us start by blocking an email you don't wish to receive. Say Darth Vader is sending you emails from the empire that you don't wish to receive anymore. You will go under the "Email Address or Domain" area and type in Darth Vader's email address, for this example we will use DarthVader@empire.com. Type the email address in the provided box then click "Block this Sender" and click add. When you click "Add" you will see the email address go under "Blocked Senders". Everytime you receive a message from DarthVader@empire.com it will be filtered by MailMarshal and never arrive in your inbox.

The screenshot displays the MailMarshal Spam Quarantine Management interface. At the top, there is a navigation bar with the MailMarshal logo and the text "Spam Quarantine Management". The navigation menu includes "Home", "Blocked Mail", "Manage Senders" (which is highlighted in purple), "User Settings", and "Administrator". A search bar labeled "Mail Search" is located on the right side of the navigation bar.

The main content area is titled "Manage Senders" and shows the user profile "OURGANG\jalexander". It is divided into two main sections:

- Blocked Senders:** This section includes instructions: "Specify email addresses that should always be blocked." Below this, there is a sub-section for "Safe Senders" with instructions: "Specify email addresses that should never be blocked. Mail from these addresses will be sent directly to your mailbox."
- Email Address or Domain:** This section allows the user to add a new sender. It features two radio buttons: "Block this Sender" (which is selected) and "Allow this Sender". A text input field contains "DarthVader@empire.com", and an "Add" button is positioned to the right. Below the input field, an example is provided: "Example: support@marshal.com or *@marshal.com".

Below these sections, there are two lists:

- Blocked Senders:** This list contains one entry: "DarthVader@empire.com", which is accompanied by a trash icon and a lock icon.
- Safe Senders:** This list is currently empty.

At the bottom of the interface, there is a pagination control with buttons for "« Prev", "1", "2", and "Next »".



Now let us say email you do want to receive is getting filtered by MailMarshal. For this example let us say you wish to allow email from Yoda and his email address is Yoda@force.com. Go under “Email Address or Domain” area and type in his email address Yoda@force.com and check the Allow this Sender” box and then click “Add” you will see his email address show up under “Safe Senders” now this users email address will never be filtered from going to your inbox.

The screenshot displays the MailMarshal Spam Quarantine Management interface. At the top, there is a navigation bar with the following elements:

- MAILMARSHAL™ Spam Quarantine Management** logo on the left.
- Navigation tabs: Home, Blocked Mail, **Manage Senders** (highlighted), User Settings, and Administrator.
- A search bar labeled "Mail Search" on the right.

The main content area is titled "Manage Senders" and shows the user profile "OURGANG\jalexander". It is divided into two main sections:

- Blocked Senders:** Includes instructions: "Specify email addresses that should always be blocked."
- Safe Senders:** Includes instructions: "Specify email addresses that should never be blocked. Mail from these addresses will be sent directly to your mailbox."

Below these instructions is a form for adding a sender:

- Email Address or Domain:** A text input field containing "Yoda@force.com".
- Radio buttons for "Block this Sender" (unselected) and "Allow this Sender" (selected).
- An "Add" button.
- Example text: "Example: support@marshal.com or *@marshal.com"

At the bottom of the interface, there are two lists:

- Blocked Senders:** Currently empty.
- Safe Senders:** Contains one entry: "Yoda@force.com" with edit and delete icons.

At the very bottom, there is a pagination control: « Prev | 1 | 2 | Next ».

The final filtering you can change will allow a whole email domain. Let us say you have multiple users within a business that you never want to be blocked by the MailMarshal filtering. For this example let us say you like everyone who has an email address with Force.com . To allow the whole domain you will just go under “Email Address or Domain” type in *@force.com and click “Allow this Sender” and click “Add”, you will then see the whole email domain of @force.com is now in your “Safe Senders” list this means anyone that sends you email at the force.com will arrive in your inbox without being filtered.

MAILMARSHAL
Spam Quarantine Management

Home Blocked Mail **Manage Senders** User Settings Administrator

Mail Search

Manage Senders OURGANG\jalexander

Blocked Senders
Specify email addresses that should always be blocked.

Safe Senders
Specify email addresses that should never be blocked. Mail from these addresses will be sent directly to your mailbox.

Email Address or Domain
 Block this Sender Allow this Sender
*@Force.com **Add**
Example: support@marshal.com or *@marshal.com

Blocked Senders

Safe Senders
*@Force.com

« Prev 1 2 Next »