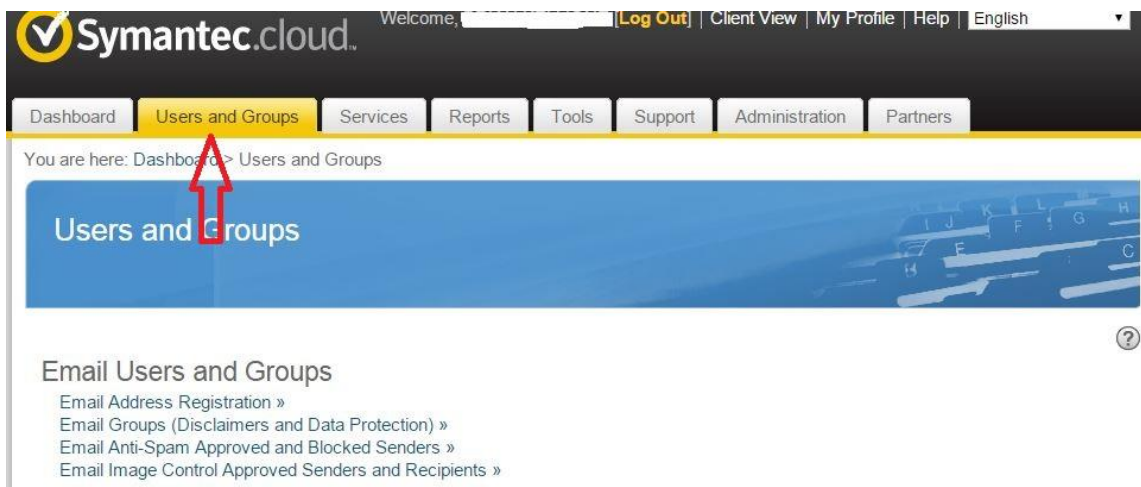




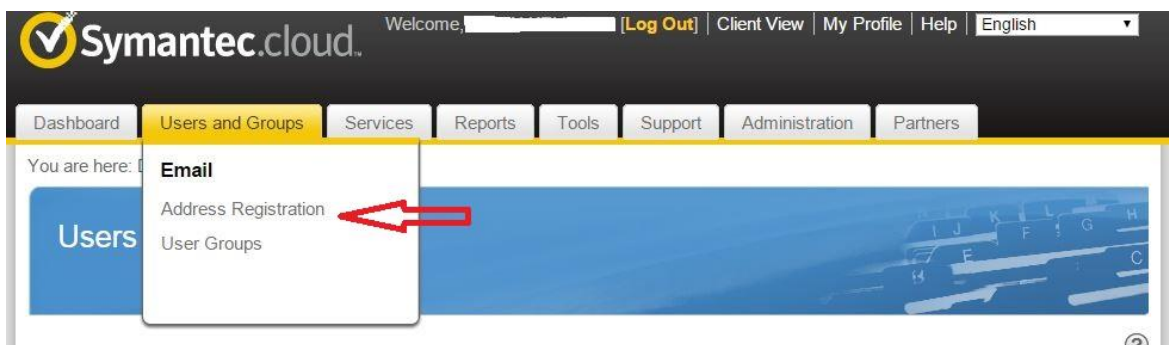
1. Log in to client portal at <https://clients.messagelabs.com>
2. Upload Users to Portal  
NOTE: Users uploaded via Active Directory will not be created a Spammanager account, those users will need to be added Spammanager accounts manually within the Administrators Spammanager account (See Admin Spammanager portal Screenshot below)



3. Turn Address Registration On
  - a. Go to Users & Groups tab:



- b. Under the Users & Groups tab, select address registration:





c. Scroll down on the page, turn on address registration under “status” field:

Dashboard Users and Groups Services Reports Tools Support Administration Partners

You are here: Dashboard > Users and Groups > Email > Address Registration

Mail Platform ?

Summary ▾

Address Registration User Groups

Address Registration enables you to register your known email addresses. The service can then reject email sent to any addresses not on this list.

The summary below shows which of your domains are benefitting from address registration. You can upload and download multiple email addresses from this screen, or click on the domain name to add and remove single email addresses.

Some domains may not be enabled for Address Registration – shown in the Status column. To have them enabled, please contact [Support](#).

Domain Search Download Domain Summary

Entries per page 20 ▾

Showing 1 - 1 of first 1 (1 total) << First | < Previous | Next > | Last >>

Domain	Status	Email Addresses	
.com	On	287	Upload Download

<< First | < Previous | Next > | Last >>

4. Change Anti-Spam settings from “Block and Delete” to “Quarantine”

a. Select the Services tab

Symantec.cloud. Welcome, [User] Log Out | Client View | My Profile | Help

Dashboard Users and Groups Services Reports Tools Support Administration Partners

You are here: Dashboard > Services

Services

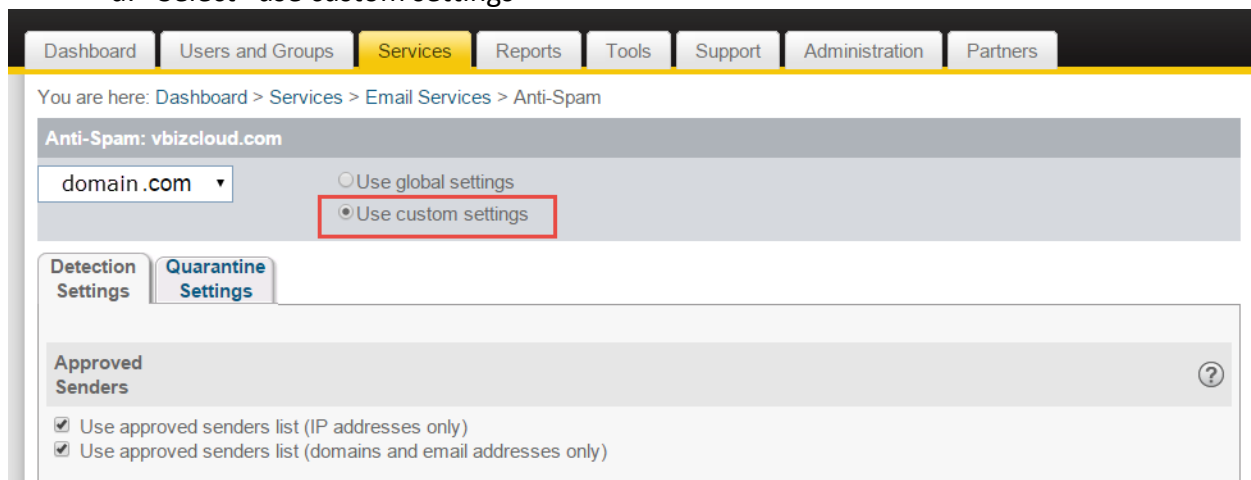
Email Services >



- b. Under Services tab, click on Anti-Spam
- c. Click on the drop down with Global Settings in the field, select your domain



- d. Select "use custom settings"





- e. Select the Quarantine Settings Tab and change Use Signature System and Predictive Spam Detection to Quarantine Mail

**Responsive Spam Detection**

☒ Use blocked senders list (IP addresses only)

Action: **Block and delete the mail**

☒ Use blocked senders list (domains and email addresses only)

Action: **Block and delete the mail**

☒ Use dynamic IP block List

Action: **Block and delete the mail**

☒ Use signaturing system

Action: **Quarantine the mail**

**Predictive Spam Detection**

☒ Use Skeptic heuristics

☐ Use newsletter detection

Action: **Quarantine the mail**

Bulk Mail Address

Select Save and Exit

You can navigate between tabs without losing settings before submitting.

**Save and Exit** Cancel



5. Click on Quarantine Settings tab, Add Quarantine Administrators

☐ Users can override notification defaults

**Notification Content**

☐ Users can release emails directly from notifications

☐ Disable access to Spam Manager for users (users will still receive Active Summaries)

**Approved sender request facility**

☐ Spam Manager users can send an email request to approve a sender

Send requests to this email address:  Maximum length 255 characters

**Aliases**

☐ Users are always informed when administrators change settings which affect their aliases.

**Quarantine Administrators**

Enter quarantine administrator email addresses. Separate multiple email addresses with a semi-colon (;).

adminname@domainname.com;admin2name@domainname.com

Select Save and Exit

You can navigate between tabs without losing settings before submitting.

**Save and Exit** Cancel

IMPORTANT: With users added, address registration on, email being quarantined, and quarantine administrator setup the List Management tab should show under Anti-Spam.

NOTE: It can take up to 2hours for the List Management tab to populate, please contact Pax8 support if the tab is not showing after 2hours.

6. Once the List Management tab populates you will need to add users to manage their own approved/blocked senders lists.
  - 1.) Select Domain
  - 2.) Select List Management
  - 3.) Select User List Control Show
  - 4.) Select Search
  - 5.) Users will populate under Existing Email Addresses, Select the user
  - 6.) Add user(s) to the User control List
  - 7.) SAVE AND EXIT



Anti-Spam: dgslaw.com

1 domain .com

Groups Detection Settings Quarantine Settings Exclusions List Management 2

Approved and Blocked Senders Lists

To view and edit the approved and blocked senders lists for one of your users, please enter the first part of the user email address below

@dgslaw.com Display

3 User List Control Show/Hide

Users can be given control of their own Approved Senders and Blocked Senders lists using Spam Manager. Use the options below to give user control to your users. To locate a specific user address, use the search functionality.

☒ ALL of the selected email addresses will have user control  
☐ ALL EXCEPT the selected email addresses will have user control

Search Users  Search 4

Existing Email Addresses

User Control

Add to list >>

<< Remove from list

Approved and Blocked Senders List

Please select one of the following options for your Blocked and Approved Senders Lists

☒ Replace Global User Approved and Blocked Senders lists with User lists  
☐ Merge User Approved and Blocked Senders lists with Global lists.  
Please specify how you wish User lists to operate with Global lists

Priority Global List



Anti-Spam: dgslaw.com

dgslaw.com

Groups Detection Settings Quarantine Settings Exclusions List Management

### Approved and Blocked Senders Lists

To view and edit the approved and blocked senders lists for one of your users, please enter the first part of the user email address below

@dgslaw.com **Display**

User List Control Show/Hide

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☒ ALL of the selected email addresses will have user control  
☐ ALL EXCEPT the selected email addresses will have user control

Search Users  **Search**

Existing Email Addresses

5 user@domain.com

6 **Add to list >>**

**<< Remove from list**

User Control

Approved and Blocked Senders List

Please select one of the following options for your Blocked and Approved Senders Lists

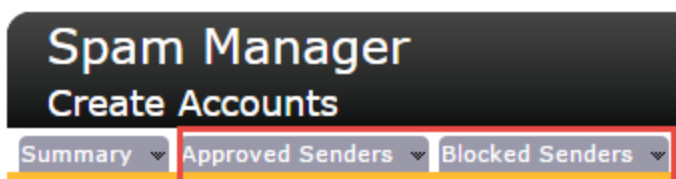
☒ Replace Global User Approved and Blocked Senders lists with User lists  
☐ Merge User Approved and Blocked Senders lists with Global lists.  
Please specify how you wish User lists to operate with Global lists

Priority

You can navigate between tabs without losing settings before submitting.

**Save and Exit** Cancel

**IMPORTANT:** You have now allowed certain Spammanager users to manage their own approved and blocked senders lists via the Spammanager Console.



**NOTE:** In order for the List Management tab to show in Spammanager the user will need to log in to Spammanager, click the log out button, confirm changes and then log back in. In addition, the Spammanager tab seen below may take up to 2hours to populate. Please contact Pax8 Support if tabs are not showing after 2hours.