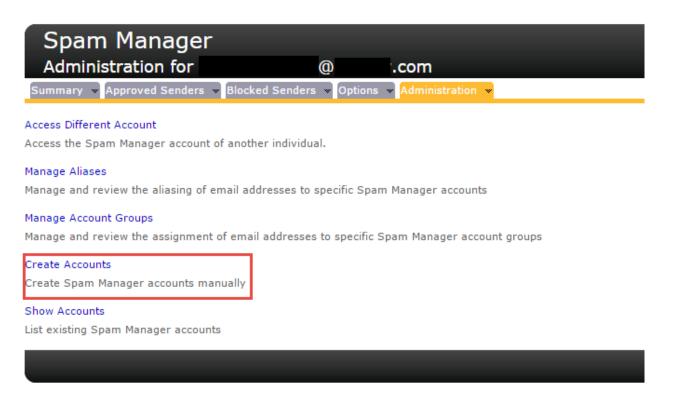


- 1. Log in to client portal at https://clients.messagelabs.com
- 2. Upload Users to Portal

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:

Syn	<b>nantec</b> .cloເ	Jd., <sup>Welco</sup>	me,		[Log Out]   ·	Client View   My Pr	ofile   Help   <mark>Eng</mark>	lish 🔹
Dashboard	Users and Groups	Services	Reports	Tools	Support	Administration	Partners	
You are here:	Dashboard> Users and	l Groups						
Users	and Groups							F G H
								?
Email U	sers and Group	S						
Email Gro Email Ant	dress Registration » oups (Disclaimers and D i-Spam Approved and B age Control Approved Se	locked Sender	rs »					

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

<b>Syn</b>	nantec.clou	ud., <sup>Welco</sup>	ome,		[Log Out]	Client View   My Pr	ofile   Help   English 🔹 🔹
Dashboard	Users and Groups	Services	Reports	Tools	Support	Administration	Partners
You are here: I	Email Address Registration User Groups		-				



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

Dashboard	Users and Groups	Services F	Reports	Tools	Support	Administration	Partners	
You are here:	Dashboard > Users and	l Groups > Email >	> Address	Registrati	on			
Mail Platforn	n							?
Summary	•							
Address Registration	User Groups							
this list. The summa	gistration enables you to ry below shows which o rom this screen, or click	f your domains are	e benefitti	ng from ad	dress registra	ation. You can uploa	,	
Some doma	ins may not be enabled		stration – s omain Sea		e Status colu			se contact Support. omain Summary
Showing 1 - 1	l of first <b>1</b> (1 total)					<< First		per page 20 ▼ Next >   Last >>
	Domain	Status			Email Add	resses		
.com		On	287	7			Upload	Download
						<< First   <	Previous	Next >   Last >>

4. Change Anti-Spam settings from "Block and Delete" to "Quarantine"a. Select the Services tab

<b>∕</b> Syr	nantec.clou	Id. Welco	ome,		Log Out]   (	Client View   My Pi	rofile   Help
Dashboard	Users and Groups	Services	Reports	Tools	Support	Administration	Partners
	Dashboard > Services	$\mathbf{A}$					10 P
Servio	es						

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

Anti-Spam	
Global Settings 🔹	

d. Select "use custom settings"

Dashboard	Users and Groups	Services	Reports	Tools	Support	Administration	Partners	
You are here:	Dashboard > Services >	Email Servic	es > Anti-Spa	ım				
Anti-Spam: v	/bizcloud.com							
domain.c		Use global se Use custom s						
Detection Settings	Quarantine Settings							
Approved Senders								?
	oved senders list (IP ad oved senders list (doma		addresses or	ıly)				



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

	Responsive Spam D	letection		
	Use blocked send	ers list (IP addresses only)		
	Action:	Block and delete the mail	•	
	Use blocked send	ers list (domains and email addresses only)		
	Action:	Block and delete the mail	•	
	Use dynamic IP b	lock List		
	Action:	Block and delete the mail	•	
(	Use signaturing sy	rstem		
1	Action:	Quarantine the mail	•	
	Predictive Spam De	tection		-
	Use Skeptic heuri	stics		
	🗆 Use	newsletter detection		
2	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
nter quarantine administrator email addresses. Separate multiple email addresses with a semi-colon (;).
adminname@domainname.com;adm in2name@domainname.com

## Select Save and Exit

You can navigate between tabs without losing settings before submitting.	Save and Exit	Cancel	
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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

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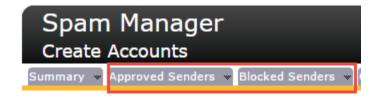
pax8

Anti-Spam: dgslaw.com	
domain.com	
Detection Quarantine	
Groups Detection Quarantine Exclusions List Settings Settings Exclusions 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	
Users can be given control of their own Approved Senders and Blocked Senders lists using Spam Manage	er. Use the options below to giv
user control to your users. To locate a specific user address, use the search functionality.	
Search Users Search 4 Existing Email Addresses User Control Add to list >> <   Add to list >>    <   Add to 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	
<ul> <li>Replace Global User Approved and Blocked Senders lists with User lists</li> <li>Merge User Approved and Blocked Senders lists with Global lists.</li> <li>Please specify how you wish User lists to operate with Global lists</li> </ul>	

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Groups       Detection Settings       Cuarantine Settings       Exclusions       Management         upproved and Blocked Senders Lists       io 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       Implicit in the set of the user email address 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         * ALL of the selected email addresses will have user control       Search         Waref Quarantine       Search         User @domain.com       Implicit is the selected email addresses will have user control         User@domain.com       Implicit is the selected email addresses will have user control         Vere Quarantine       Implicit is the selected email addresses will have user control         Search Users       Search         Existing Email Addresses       User Control         Implicit is the selected email addresses will have user control       User Control         Approved and Blocked Senders List       Preproved and Blocked Senders List         Please select one of the following options for your Blocked and Approved Senders Lists       Preprove and Blocked Senders lists with Global lists.         Please specify how you wish User lists to operate with Global lists.       Please sepecify how you w	nti-Spam: dgslaw.com	
Groups       Settings       Exclusions       Management         upproved and Blocked Senders Lists         o 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         @cdgslaw.com       @clgslaw.com         @clgslaw.com       @clgslaw.com         @clgslaw.com       @clgslaw.com         # 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         Search Users       Search         Existing Email Addresses       Search         [user@domain.com]       (add to list>>)         [vser Control       (add to list>>)         Please select one of the following options for your Blocked and Approved Senders Lists         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.         Priority       Global List         • Word User Approved and Blocked Senders lists with Global lists.         Priority       Global List	gaaw.com	
Approved and Blocked Senders Lists     o 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     @dgglaw.com   Display    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. <ul> <li>ALL of the selected email addresses will have user control</li> <li>ALL EXCEPT the selected email addresses will have user control</li> <li>Search Users</li> <li>Search</li> </ul> Existing Email Addresses   User Quomain.com <ul> <li>@diglaw.com</li> <li>@diglaw.com</li> <li>@diglaw.com</li> </ul> Approved and Blocked Senders List Please select one of the following options for your Blocked and Approved Senders Lists. Proprey edit base lists to operate with Global lists. Please specify how you wish User lists to operate with Global lists. Priority Global List "ou can navigate between tabs without losing settings before submitting.		
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@dgslaw.com       Display         Jser 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 CEPT the selected email addresses will have user control         • ALL EXCEPT the selected email addresses <b>Existing Email Addresses Existing Email Addresses User Control Existing Email Addresses Approved and Blocked Senders List</b> Please select one of the following options for your Blocked and Approved Senders Lists <b>Beglace Global User Approved and Blocked Senders lists with Global lists</b> .         Please specify how your wink bluer lists to operate with Global lists.         Please specify how your wink bluer lists to operate with Global lists.         Ple	Approved and Blocked Senders Lists	
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Users can be given control of their own Approved Senders and Blocked Senders lists using Spam Manager. Use the options below to give ALL of the selected email addresses will have user control ALL EXCEPT the selected email addresses will have user control Search Users Existing Email Addresses User Control user@domain.com (Add to list) CRemove from list User Control Approved and Blocked Senders List Please select one of the following options for your Blocked and Approved Senders Lists Please select one of the following options for your Blocked and Approved Senders Lists Please specify how you wish User lists to operate with Global lists. Priority Global List	@dgslaw.com Display	
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 Existing Email Addresses User Control (Add to list>> (CRemove from list CREMOVE from list Please select one of the following options for your Blocked and Approved Senders Lists Replace Global User Approved and Blocked Senders lists with Global lists. Please specify how you wish User lists to operate with Global lists. Priority Global List • (cucan navigate between tabs without losing settings before submitting.	User List Control Show/Hide	
<ul> <li>ALL of the selected email addresses will have user control</li> <li>ALL EXCEPT the selected email addresses will have user control</li> <li>Search Users Search</li> <li>Viser@domain.com</li> <li>(add to list&gt;)</li> <li>(c Remove from list)</li> </ul> Approved and Blocked Senders List Please select one of the following options for your Blocked and Approved Senders Lists Please select one of the following options for your Blocked and Approved Senders Lists Please select one of the following options for your Blocked and Approved Senders Lists Please select one of the following options for your Blocked and Approved Senders Lists Priority Global List • Viority Global List • Viority Global List • Viority Global List • Viority Global List •		
<ul> <li>ALL EXCEPT the selected email addresses will have user control</li> <li>Search Users</li></ul>		cuonanty.
Existing Email Addresses User Control User@domain.com (6 Add to list> C 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 Global List		
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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		rs Lists
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'ou can navigate between tabs without losing settings before submitting.	Please specify how you wish User lists to operate with Global lists	
	Priority Global List	
Save and Exit Cance	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.