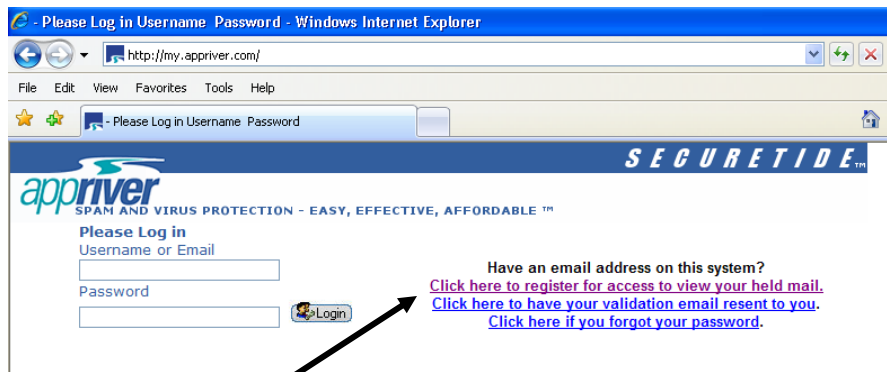
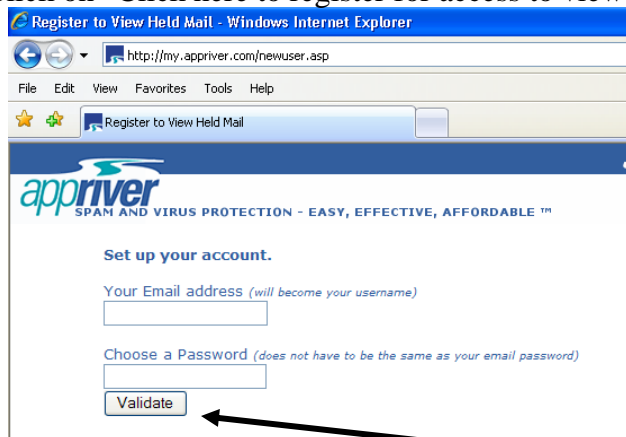


Setting up your new spam filter

1. Open up Internet Explorer and go to <http://my.appriver.com/>.

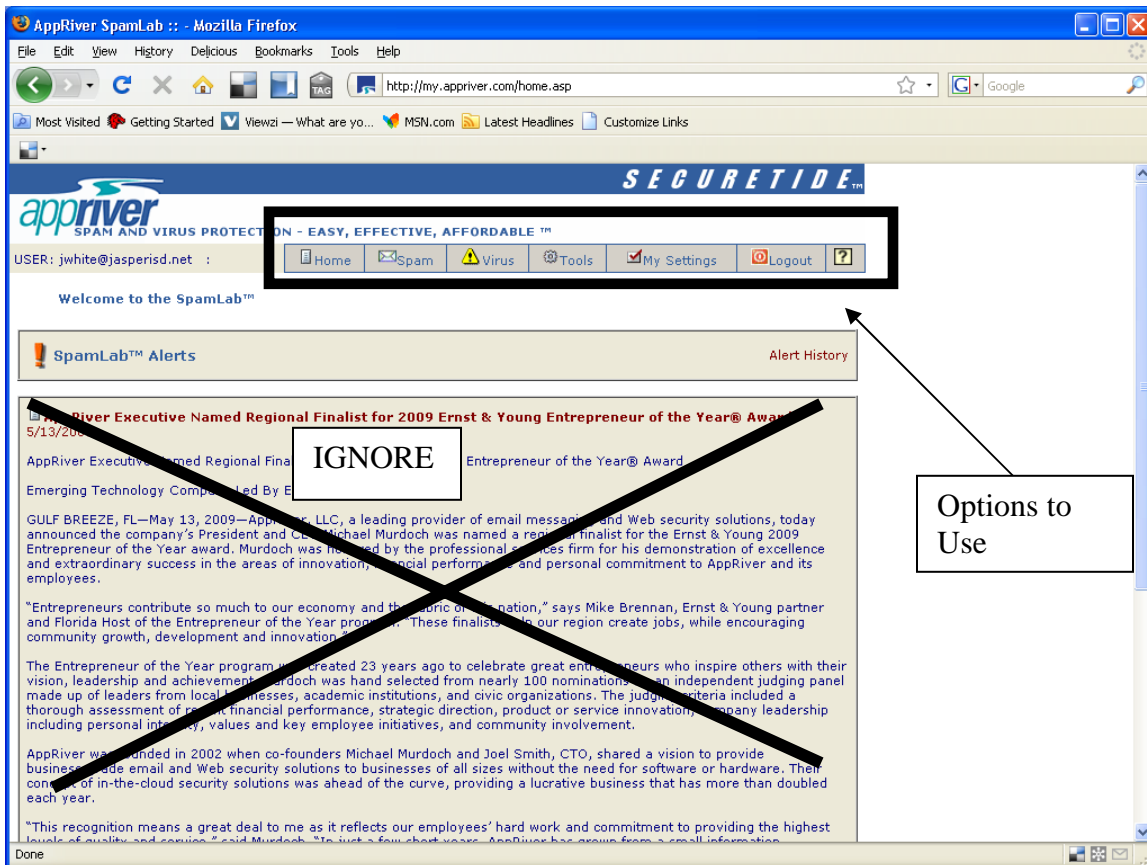


2. Click on “Click here to register for access to view your held mail.”

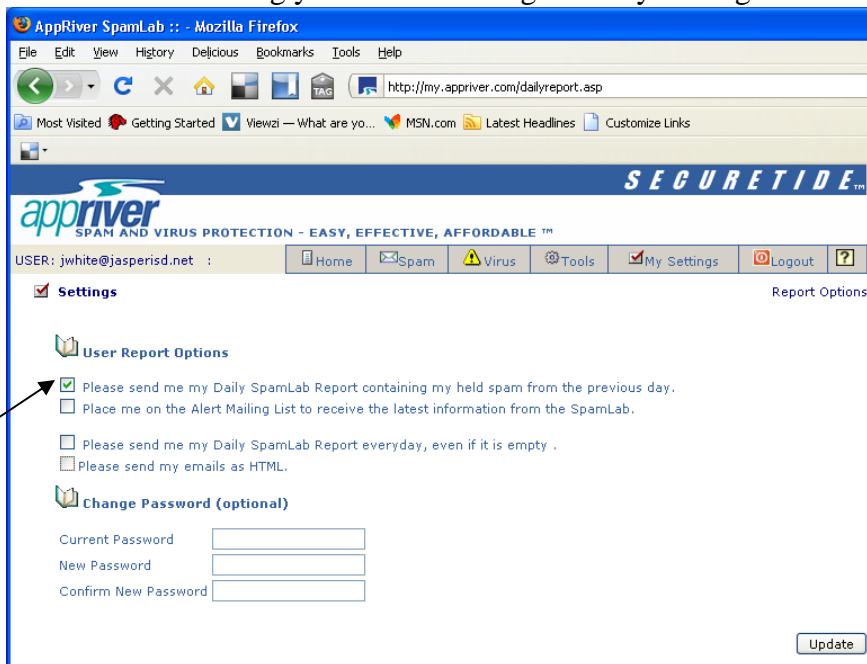


3. Enter your email address **AND** your network password. Then click the “validate” button.
4. You will receive a confirmation email in a few minutes. You **must** go to this email and click the link to validate and login the first time.

5. Upon login you will see this screen.



6. The first thing you need to do is go to “My Settings”



7. Select the “Please send me my Daily Spam LabReport containing my held spam from the previous day”. Unselect all other options. Then click on “Update”.

8. You will now receive a reminder email daily with a preview of anything in your spam filter.
9. To access your quarantined email you will go to <http://my.appriver.com> and login.
10. The two options you will use on a regular basis are “Spam” and “Virus”.
11. “Spam” will show you a list of quarantined emails. You must select your emails for either “Release Marked” or “Delete Marked” option. **SEE BELOW DIAGRAM.**
12. **DO NOT CLICK** “*Clear My Quarantine*” as this will delete all without giving you any options.

The screenshot shows the AppRiver SpamLab interface in a Windows Internet Explorer browser. The address bar shows http://my.appriver.com/mail_held.asp?d=1. The page title is "AppRiver SpamLab :: - Windows Internet Explorer". The AppRiver logo and tagline "SPAM AND VIRUS PROTECTION - EASY, EFFECTIVE, AFFORDABLE" are visible. The user is logged in as "jwhite@jasperisd.net". The page shows a "Held Mail (Spam)" section with 10,000 items. Below this, there are search and filter options, including "From (Email or Domain)", "Order By" (set to Date), "Page Size" (set to 50), and "Show Del?". There are buttons for "Select All", "Inverse All", "Release Marked", and "Delete Marked". A "Clear My Quarantine" button is present but has a large 'X' over it. Below the buttons is a table of quarantined emails.

Date	Return Path	Subject	Recipient	Type
5:44 AM	jwhite@jasperisd.net	Your Buy.com order #875146	jwhite@jasperisd.net	Meds
4:57 AM	jwhite@jasperisd.net	RE: DISCOUNT 80% OFF on Pfizer !	jwhite@jasperisd.net	Meds
3:31 AM	jwhite@wellsfargo.com	[FRAUD] RE: DISCOUNT 80% OFF on Pfizer !	jwhite@jasperisd.net	Phishing
12:18 AM	jwhite@jasperisd.net	RE: DISCOUNT 80% OFF on Pfizer !	jwhite@jasperisd.net	Truncated
Jun 21 09	takan@auracom.net	Handbags	jwhite@jasperisd.net	General
Jun 21 09	jwhite@jakelinc.com	RE: Pharmacy Online Sale 87% OFF!	jwhite@jasperisd.net	Meds
Jun 21 09	jwhite@jasperisd.net	RE: DISCOUNT 80% OFF on Pfizer !	jwhite@jasperisd.net	Meds
Jun 21 09	jwhite@jasperisd.net	RE: DISCOUNT 80% OFF on Pfizer !	jwhite@jasperisd.net	Meds
Jun 21 09	jwhite@jasperisd.net	Your Buy.com order #360115	jwhite@jasperisd.net	Meds

Options to click once you have selected the appropriate email.

13. The Virus option will show you any emails that detected viruses in them.