

The Postini Message Center

What is the Postini Message Center?

Postini is an email protection service that filters your incoming email, and quarantines junk and virus-infected messages. Your legitimate messages are delivered to your email inbox as usual, but junk and virus-infected messages are routed to your Message Center.

You can remove unwanted messages and deliver the ones you want from the Message Center. You can also safely read the contents of a virus-infected email in your Message Center without the risk of harming your own personal system.

Regular reminders instruct you to check your Message Center and review quarantined email. All quarantined messages are held for 14 days and then are automatically deleted, unless you remove or deliver them.

Depending on your corporate policy, you may have the option to adjust your spam filters and add approved senders to bypass filtering (all messages are scanned for viruses).

It is strongly recommended that you check your Message Center **daily at first**.

How does the Postini Message Center Work?

Valid email messages are delivered to your inbox as usual. Messages that meet certain filtering characteristics (which are set by your administrator) are sent to the quarantine area. Postini's robust spam filtering system intelligently determines the particular type of junk mail: Get Rich Quick, Special Offers, Sexually Explicit or Racially Insensitive. Based on these categories and multiple levels of scanning, nearly all unsolicited messages kept out of your email inbox. All of your incoming messages are also scanned for viruses.

Postini Message Center

Quick Reference



Access Your Message Center

Once your account has been activated, you'll receive a "Welcome" email containing a temporary password, a link to the login page and instructions for accessing your Message Center.

Log in at <http://login.postini.com/exec/login>. Enter your email address and your password. If your login fails, you'll be provided with instructions on how to obtain a new password.

Log in to your message center.

Log in Address
example: joe234@service.com

Password
note: password is case-sensitive

Remember my Address and Password ([what is this?](#))

LOG IN

[Log In Help](#)

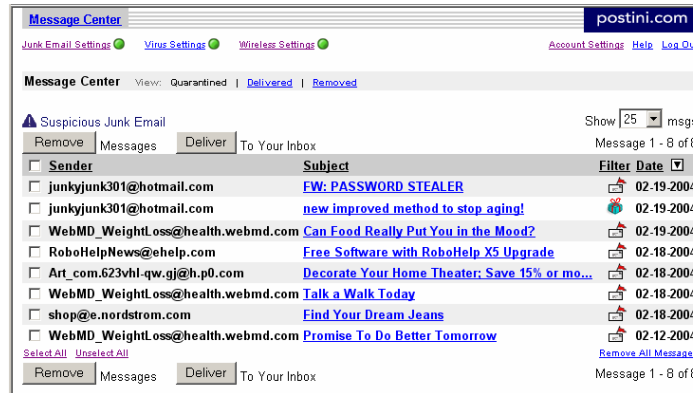
The first time you log in, you will be asked to choose a new password.

After you log in, you will see the Message Center quarantine area.

Check Your Message Center For Quarantined Email

The Message Center shows messages quarantined as junk email. Your administrator may have also given you the option to view messages blocked for viruses.

You can view the sender and subject of the suspicious messages, and choose to remove the message or deliver it to your inbox. To read the message, click the subject line.



Deliver to Your Inbox: Click the checkbox by the message and press Deliver. You can add the sender to your Approved Senders list. This prevents future messages from that address from being quarantined.

Remove Now: Click the checkbox by the message and press Remove. The message is moved to the "Removed" folder and deleted in a few days.

Automatic Deletion: If you take no action, the quarantined message is deleted after 14 days.

Configure Your Settings

Your administrator may have given you the option to adjust settings to better suit your personal preferences. Click the Junk Email Settings link.

Spam Filters

Spam Filters Select the specific categories of junk email that you want to block from your inbox.

Lenient Aggressive

Bulk Email Off On Master filter setting to block most unsolicited email

Sexually Explicit Off On Adjust overall protection against sexually-oriented messages

Get Rich Quick Off On Adjust overall protection against money-making offers

Special Offers Off On Adjust overall protection against too-good-to-be-true offers

Racially Insensitive Off On Adjust overall protection against hate-oriented topics

Save Changes **Cancel**

The filters enable you to set the overall Bulk Email sensitivity and sensitivity to different categories of junk email: Sexually Explicit, Get Rich Quick, Special Offer, and Racially Insensitive. These filters interact –if you set Bulk Email aggressively, we recommend you set individual category filters leniently. Check your Message Center frequently after adjusting your filters.

Sender Lists

Approve or block specific senders or domains ("company.com") by entering addresses to the Senders lists. For example, you may add family, friends, and associates to the Approved Sender list so their messages automatically bypass junk mail filters. (All messages are scanned for viruses)

Note: You'll rarely need to add spammer's addresses to blocked senders list. The Postini scanning engine adjusts constantly to catch junk mail.

Sender Lists Approved Addresses will allow senders to bypass the junk email filters. Blocked Addresses will keep messages from reaching your inbox.

Are you trying to approve an email mailing list or newsgroup? Yes

Approved Senders
To approve email from an entire domain, enter addresses in the form "domain.com".

Blocked Senders
To block email from an entire domain, enter addresses in the form "domain.com".

To remove approved addresses, highlight and click "Delete from List".

To remove blocked addresses, highlight and click "Delete from List".

Notifications Of Quarantined Email

You'll receive a message that notifies you when junk email is held in your Message Center. You can log in to your Message Center to review the message, or take no action. Quarantined messages are automatically deleted after 14 days.

Questions Or Technical Problems

Please contact your IT staff for assistance.