



Novell GroupWise Spam Protection Services

## Creating an Account

Go to <http://login.mailwise.com/login.php>  
and select I have never used this system before.

Email:	<input type="text" value="myusername@reads moving.net"/>
Password:	<input type="password"/>
<input type="button" value="Login to MailWise Filter"/>	

Need help? Choose a statement below:

[I have never used this system before.](#)



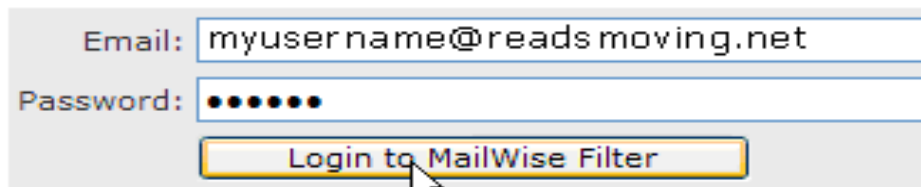
[I have forgotten my password and need a new one.](#)

[Use a secure login to this Portal](#)

Follow the onscreen instructions to create you account. A password will be sent to you by email.

## Logging In

Once you have received your password return to the main login page and enter your email address and password.

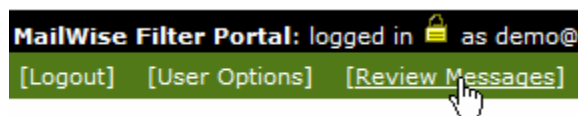


Email: myusername@readsmoving.net  
Password: ●●●●●●  
[Login to MailWise Filter](#)

Click on “Login to MailWise Filter”

## Reviewing Messages

To view your mail click on “Review Messages.”



Your mail will be displayed on the screen.

Date	Decision	Details	Spam Score
Feb 9th, 12:31pm <a href="#">[View Details]</a> <a href="#">[Forward]</a>	<i>Passed</i> <a href="#">[Always Block]</a> <a href="#">[Send Copy]</a>	From: DanRobichau@cs.com Subj: MailWise Filter Demonstration Comment: Msg tagged as not Spam	1.0
Feb 9th, 11:56am <a href="#">[View Details]</a> <a href="#">[Forward]</a>	<b>Blocked</b> <a href="#">[Always Allow]</a> <a href="#">[Release]</a>	From: DanRobichau@cs.com Subj: Buy Valium Comment: SPAM Detected	10.3

Each message will show the Decision on a message - whether it was passed or blocked.

A blocked message is one that has been determined to be spam or contains a virus. A blocked message is not forwarded to your inbox.

A passed message is a clean piece of email that has been sent to inbox. It has been analyzed and determined not to be spam and is not infected with a virus.

## Filtering messages

Above your message list is a set of field descriptions which allow you to filter your view to display only those messages that you would like to see.

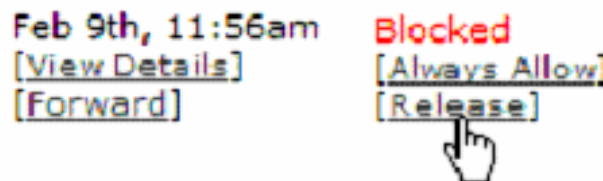
Date	Decision	From	Subject	Comment	Min Score	
Today <input type="button" value="v"/>	Blocked & Passed <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	<input type="button" value="Search"/>

You can enter the subject or the address of a sender to search for a particular piece of email. You can also select the date or choose to display on passed or only blocked messages.

## Releasing a Blocked Message

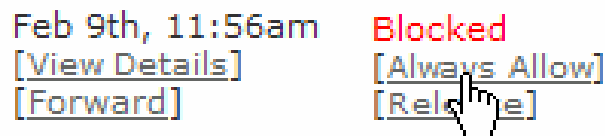
Occasionally you will encounter a message which was blocked as spam that you would like forwarded to your inbox.

If the message displays with the decision “Blocked” it will give you the option to release the message by clicking on “Release.” This will send the message to your Inbox.



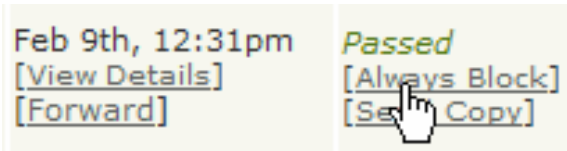
## Using Always Allow -Whitelisting

If a message is blocked and you would like to prevent messages from the sender from being blocked in the future you can add it to your “Whitelist” by clicking on “Always Allow.”



## Using Always Block - Blacklisting

If a message has been passed that you feel is spam and you would not like to receive future messages from this sender click on “Always Block.”



This will add the sender to your “Blacklist” and any future message from that sender will automatically be blocked.