

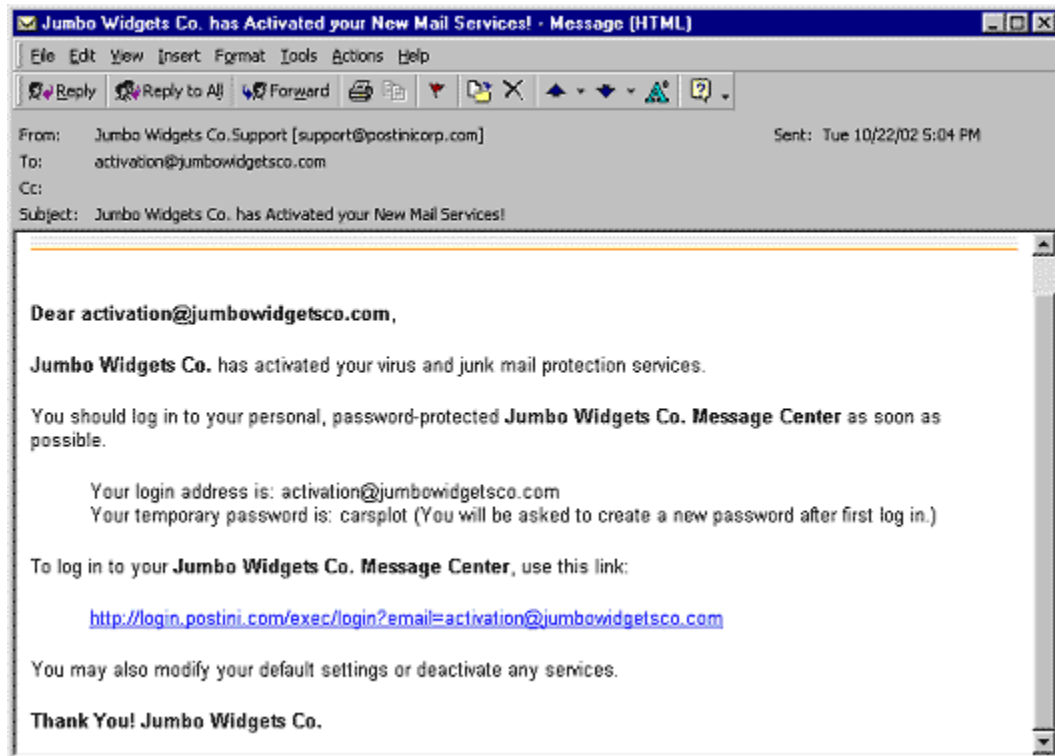
Using Postini – Basic Guide

Overview

Postini is a web based email protection service that provides each user with a Message Center where your spam and viruses are filtered and quarantined. Your legitimate email messages are delivered to your email inbox, just as they always have, but junk and virus-infected email is routed to your Message Center.

Getting started with Postini

Once your Postini account has been activated, you will receive a "Welcome" email similar to the one shown below. Click on the link in the message body to get to the login page – it is recommended that you bookmark this page for easy access later.



Accessing the Message Center (your Postini account)

To control your own spam filtering, you need to log on to your message center regularly.

1. Click on the Postini link in the Welcome message.
2. Enter your log in address (provided in the Welcome message).
3. Enter your temporary password (provided in the Welcome message). If you enter an incorrect password, the **Forgot your Password?** link will appear. Click on that link and then click the Submit button and a new temporary password will be emailed to you.
4. When you sign in using your address and password, your browser can "remember" you by using a persistent cookie on your computer. By selecting the checkbox on the log in screen, you can bypass the log in each time you come back. **Be sure to close the browser window instead of logging out.** Upon your return, you won't be prompted for a password. If you use a shared computer (in a library, Internet cafe, school, or other public area) where someone could see your personal message center, do not select the Remember Me checkbox.

The Message Center Main Window

Once you have logged in, you will be at the Message Center as shown below.

The screenshot shows the Postini Message Center interface. At the top, there are links for [Junk Email Settings](#), [Virus Settings](#), and [Wireless Settings](#). Below these are links for [Account Settings](#), [Help](#), and [Log Out](#). The main content area is titled "Message Center" and shows a list of "Suspicious Junk Email" messages. The first message is selected, and a callout box points to the "Remove" button, stating "Delete selected junk email out of quarantine". Another callout box points to the "Deliver" button, stating "Move selected email out of quarantine and into your inbox". A third callout box points to the "Filer" icons (trash, envelope, etc.) in the message list, stating "Filer icons". A fourth callout box points to the "Link to online help" text in the top right corner. A fifth callout box points to the "Folders for messages delivered or removed" text in the top right corner. A sixth callout box points to the "Settings for Junk, Virus and Wireless" text in the top left corner. The message list includes columns for "Sender", "Subject", "Filter", and "Date". The messages listed are:

Sender	Subject	Filter	Date
<input checked="" type="checkbox"/> info-4111@gamesandspecialoffer...	Women love our home biz!		05-13-2004
<input type="checkbox"/> br@brm15.us	Learn a New Career FAST		05-13-2004
<input type="checkbox"/> tgt@tgtgifts21.com	feeling RAZOR sharp?		05-13-2004
<input type="checkbox"/> reports@as.tbiz100.net	Wildfire Protection Information that can S...		05-13-2004
<input type="checkbox"/> travel@am.inf100.net	Build a Home-based Travel Business		05-13-2004

At the bottom of the message list, there are links for [Select All](#) and [Unselect All](#). Below the message list, there are buttons for "Remove", "Messages", and "Deliver To Your Inbox".

The Quarantine Area

If you would like to view the contents of a message in the quarantine list (for example, if you are uncertain if an item is junk), click on the subject, and the message content will appear.

Icons on the right of each message are used to indicate the contents of the suspicious junk messages.



This message is general bulk email.



This message contains sexually explicit content.



This message contains financially related offers.



This message contains special offers and advertisements.

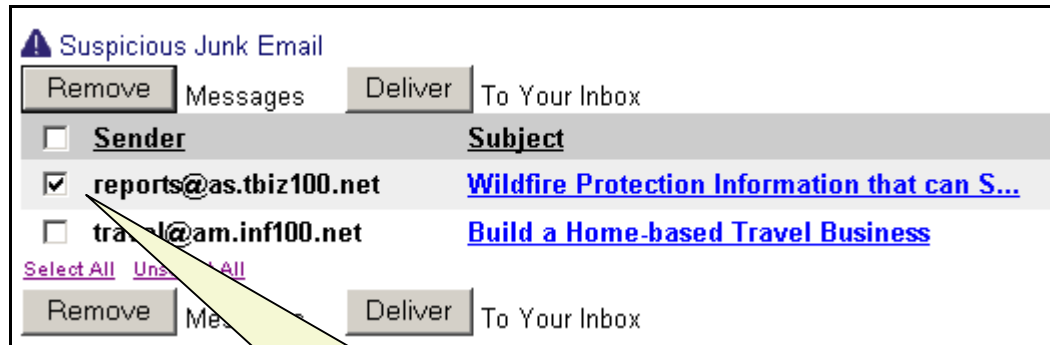


This message contains racially insensitive material.

Removing or Delivering Email Messages

Removing Junk Email

To remove junk messages, check the messages and click the "Remove" button to get rid of it.



Check the box of a legitimate spam and click "Remove" button to get rid of it

Delivering Email

If a message in your Quarantine folder is NOT a junk, check the box on its left and click "Deliver" button to send it to your Inbox.

When delivering a message to your inbox, you will be prompted to add the sender to your Approved Sender List. Adding the sender will allow them to always bypass the Junk Email filters. It is highly recommended that you add your friends, family, colleagues, and associates in order to improve the accuracy of your filters.

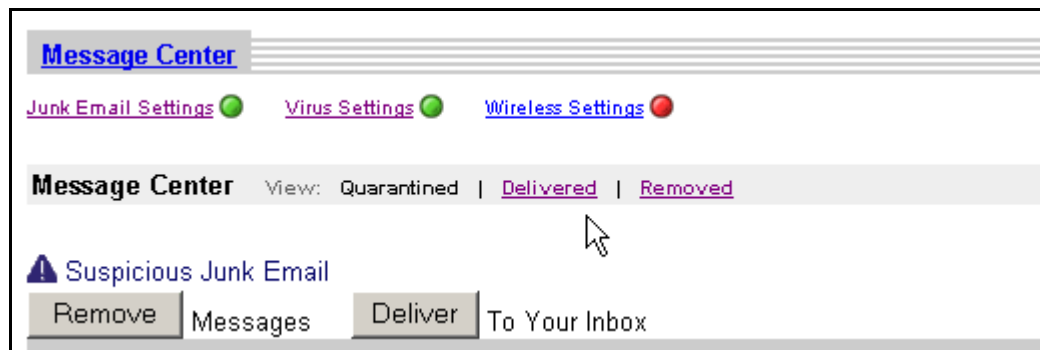
Email Delivered

The following messages have been delivered to your inbox. Selecting the "Approve" check box allows messages from the selected address to bypass the junk email filter.

Approve	Address	Subject
<input checked="" type="checkbox"/>	sally657@hotmail.com	Fwd: about monday...

Delivered and Removed Folders

When you deliver email from the Message Center, it is immediately forwarded to your inbox. A copy is also placed in the Delivered Folder. Messages are permanently deleted from the Delivered Folder on a periodic basis. To view the contents of the folder, click the Delivered folder button.



Once a junk email message has been deleted from the Message Center it is placed in the Removed Folder. Messages will be permanently deleted from the Removed Folder by the system on a periodic basis. By clicking "Empty Trash", all messages in the Removed Folder will be permanently deleted with no method of recovering them.

Message Center View: [Quarantined](#) | [Delivered](#) | [Removed](#)

Messages "Removed" from the Message Center are listed here and are permanently deleted on a regular basis. Viruses cannot be delivered to your inbox from this page. Show msgs

[Empty Trash](#) Message 1 - 3 of 3

Sender	Subject	Filter	Date
lowrates@bs.holiday-cheer.net	These low rates won't last forever		05-14-2004
0Balance@aa.ysource1.net	Zero Balance your credit card debt		05-14-2004
7icxn4d@VIPShoppingMall.net	Portable DVD player Costs Nothing		05-14-2004

Message 1 - 3 of 3

Spam Notification and Virus Alert Messages

Postini will send you a summary of the spam every day listing the spam messages it has quarantined. Click on the link on the left to get to your message center.

These messages were quarantined before they reached your inbox as potential spam and virus-infected messages. The quarantined messages can be delivered within your personal Message Center.

Junk Email Messages 19 messages [Message Center >>](#)

Sender	Subject	Date/Time
from-14831-674680-77-from@vesredfor.com	Refinance without perfect Credit	May 13, 8:43 am
loans@ae.gofD1.com	Early Payday	May 13, 8:04 am

You will also receive an alert message if a virus has been detected.

The Claremont Colleges's virus protection service has detected a potenti email virus. This suspicious message has been quarantined in your The Claremont Colleges Message Center:

From: jakubicka.gustav@stonline.sk
 Subject: Re: Your details
 Virus: W32/Netsky.d@MM

You can read the message without infecting your computer.
 Click on the link to access your The Claremont Colleges Message Center:

http://login.postini.com/exec/login?email=joanne_zhang@pitzer.edu

You have learned how to manage your Message Center to block the spam messages. To learn more about advanced features on controlling the filtering, please read on.