Spam Management

These screens are accessed from <u>https://mail.nuveramail.net</u> or from the Email Login icon on Nuvera's web site.

Whitelisting Emails that are marked as SPAM:

The quickest way to whitelist an address to always allow it to be delivered directly to your Inbox is to use the webmail client of your choice (WebMail Lite or Tuxedo).

Once you are logged into the webmail client, select the Spam folder, find the email you wish to whitelist and click on it. Finally click the "Allow Sender" button along the top.

That sender will now be added to your Whitelist and future emails will be delivered to your Inbox.

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tech@nuveramail.net	WARNING: Your password has been detected as being weak. Please update your password in Security Settings		
📥 INBOX 🛛 🧕	Ø - Subject		From
🔣 Drafts	Last day for 40% OFF ALL TOPS		Express
🔜 Sent	 This is so interesting and beneficial! Learn more! 	*	joklem
A Snam 20	 Coffee mugs, treats & more for under \$10. 	*	HomeG
	 Up to 40% off is giving us all the feels 	*	Belk
🞹 Trash	Valentine's Day SOON! Surprise Them with Balloons	*	Party (
Deleted Messages	Reminder: We Need Your Help.	*	Intern
Notes	FINAL CALL> EXTRA 60% OFF SALE ONLINE	*	Expres
Sent Message We've updated our Terms of Service and our Privacy Policy			
Sent Messages	🔹 Master suite refresh 🖽 🛏 Up to 50% off sheets, bath & more	*	Belk
	Select 🗧 Threads 🗢 Messages 1 to 23 of 23		

Blacklist Emails that you want marked as SPAM:

The quickest way to blacklist an address to always quarantine it to your Spam folder is to use the webmail client of your choice (WebMail Lite or Tuxedo).

Once you are logged into the webmail client, select the INBOX folder, find the email you wish to Block and click on it. Finally click the "Block Sender" button along the top.

The sender will now be added to your blacklist and future emails will be sent to your Spam folder.

Nuvera	a 🗸		Refresh	Compose	Reply	Reply all	Forward	Delete	Block Sender	Mark		••• More
tech@nuveramail.net WARNING: Your password has been detected as being weak. Please update your password in Security Settings												
10 INBOX	∯≁ Su	bject										From
📈 Drafts	•	100s of NE	W rugs in s	tock + \$10 s	ame day deli	very 😃 🚚						At Home
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A com		💪 Super	Fitness De	als!							★	Dunhan
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Adjusting Spam Filter

From the Spam Management menu item, you can select one of three options for spam filtering.



Normal w/Quarantine - (This is the setting Nuvera Recommends)

This is the same set of rules as the "Normal" configuration, but with a twist; any email detected as spam will be placed in a user's quarantine folder for review and potential retrieval. This would be used when you don't want to risk losing a legitimate email message. The quarantines are accessible either from an IMAP-enabled email client or by accessing Nuvera's webmail portal.

Lite w/Quarantine

This is just like Normal w/Quarantine except it is a lot less restrictive and allows more marketing type messages to be delivered normally.

Normal

This is a fairly safe, yet effective set of rules with the same level of protection as the Normal w/Quarantine. This option removes the Spam folder so you will not have the ability to see what is being blocked. (Normal w/Quarantine is recommended).

Alternate Method for managing Whitelist/Blacklist:

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You can also view any messages that Magic Mail believes to be spam and has blocked from your mailbox by utilizing the spam quarantine folder (as long as you are utilizing one of the templates with Quarantine).

Click Spam Management on the home page. (By default, all accounts are setup with Normal w/Quarantine.)



Click the Quarantined Mail link. From here you can see any messages that have been blocked and decide if you want them delivered normally to your inbox or to permanently delete them. <u>NOTE: All quarantined messages will be deleted</u> <u>after 15 days.</u>

Logged in as: tech@nuveramail.net	Quarantined Mail Select the message(s) you v To view the message click of	would like to delete or move, and then clic n the subject.	k the corresponding button.
🖂 Webmail		Search Messages	
Spam Management		Search Hessages	
Anti-Virus Info	Find messages	From 🗸	Search
Spam Logs			
Quarantined Mail		Quarantined Mail	Show All
🔅 My Email Options	Check All From	Date Sent Subject	E
Security Options	UNCHECK AII		
Manage Mailboxes	Currently there are no m	nessages in your quarantine.	
🕒 Logout		Delete selected messages permanently	eliver selected messages normally

You can add or remove email addresses to the whitelist / blacklist by clicking on the **Show More** link under the Green Enabled button. Note: Be sure to click on the Show More and not the green button as that will disable all spam checking. (If you accidentally disable it, just click it again to enable.)



You will be presented with the following screen where you can then click on the type of blacklist/whitelist you would like to manage.

O Normal, (w/Quarantine)	•	Click Here To Disable Show Less		
	Edit Spam Lists			
Subject Blacklist		•		
From: Blacklist		۲		
From: Whitelist		۲		

Subject Blacklist will block any emails that contain the subject you have defined.

From: Blacklist will block email from the specific sender you have defined.

From: Whitelist will allow and not do any spam checks from the specific sender you have defined.