

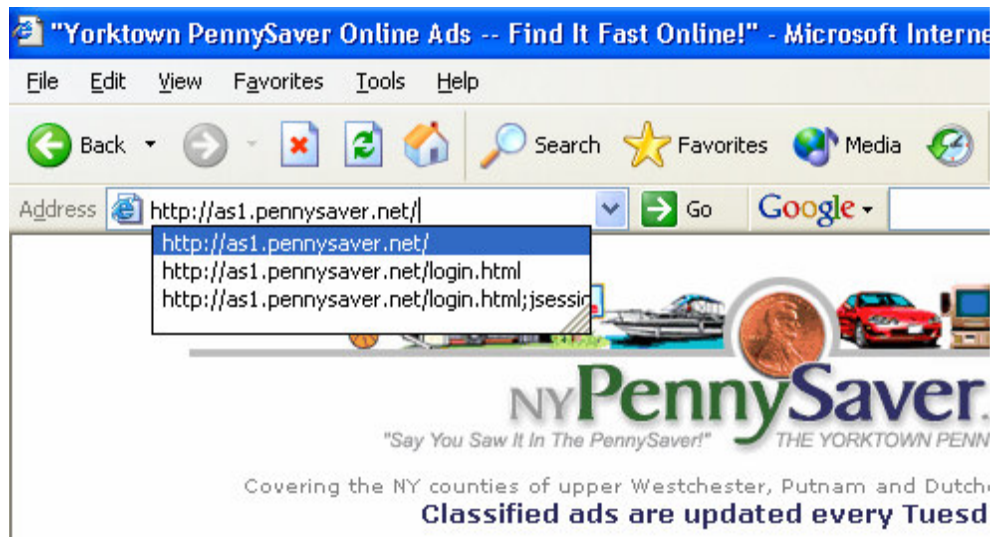
## Yorktown e-Publishing

Revision 071206

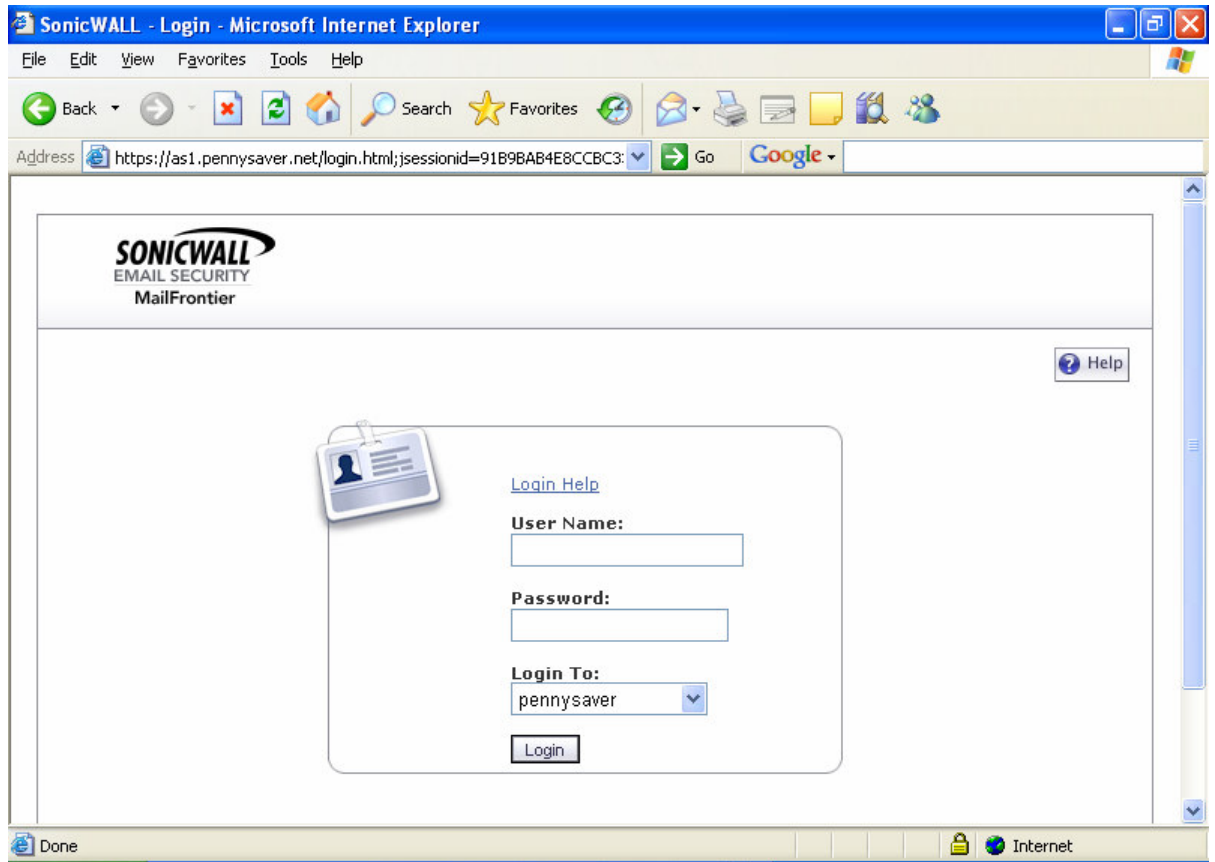
The SonicWall system is designed to intercept undesired or malicious e-mail and hold it in your personal "junk box". This includes e-mail classified as spam, virus, phishing or fraud. The prior 5 days worth of spam is available for your review. A daily report will be sent to your mailbox listing all e-mail that was quarantined in the last 24 hours. You can move a piece of mail labeled spam from the junk box to your regular inbox. The sender of that e-mail will be added to your allowed list and will no longer be filtered for spam. You can increase or decrease the level of anti-spam aggressiveness, create your own list of senders to be allowed or blocked and selectively allow or block e-mail by language. You can also stop or change the timing of the spam reports.

### **Following are instructions to access and use the spam control junk box feature:**

Open a browser window (i.e. Internet Explorer). In the address box, type **as1.pennysaver.net** and click the **go** button. Depending on how your browser is configured, you may receive a security notice that *you are about to view pages over a secure connection*. Click OK to continue. See the example below:

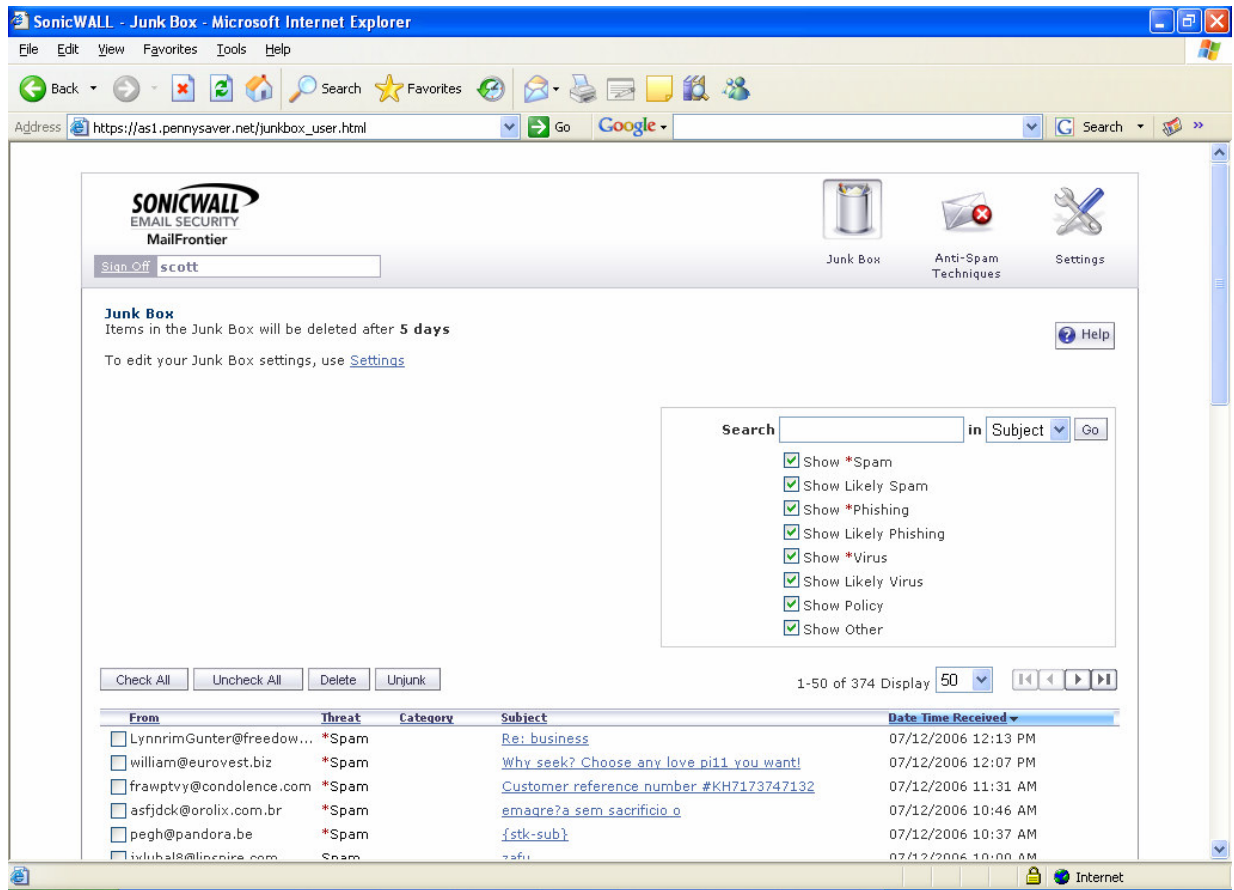


You will be presented with the following screen (next page):



Type your *user name* and *password* and click the **Login** button. When typing the user name, do not include the domain name. So, for example, use jsmith not [jsmith@yepublishing.com](mailto:jsmith@yepublishing.com).

After signing in, you will see a screen similar to the following (next page):



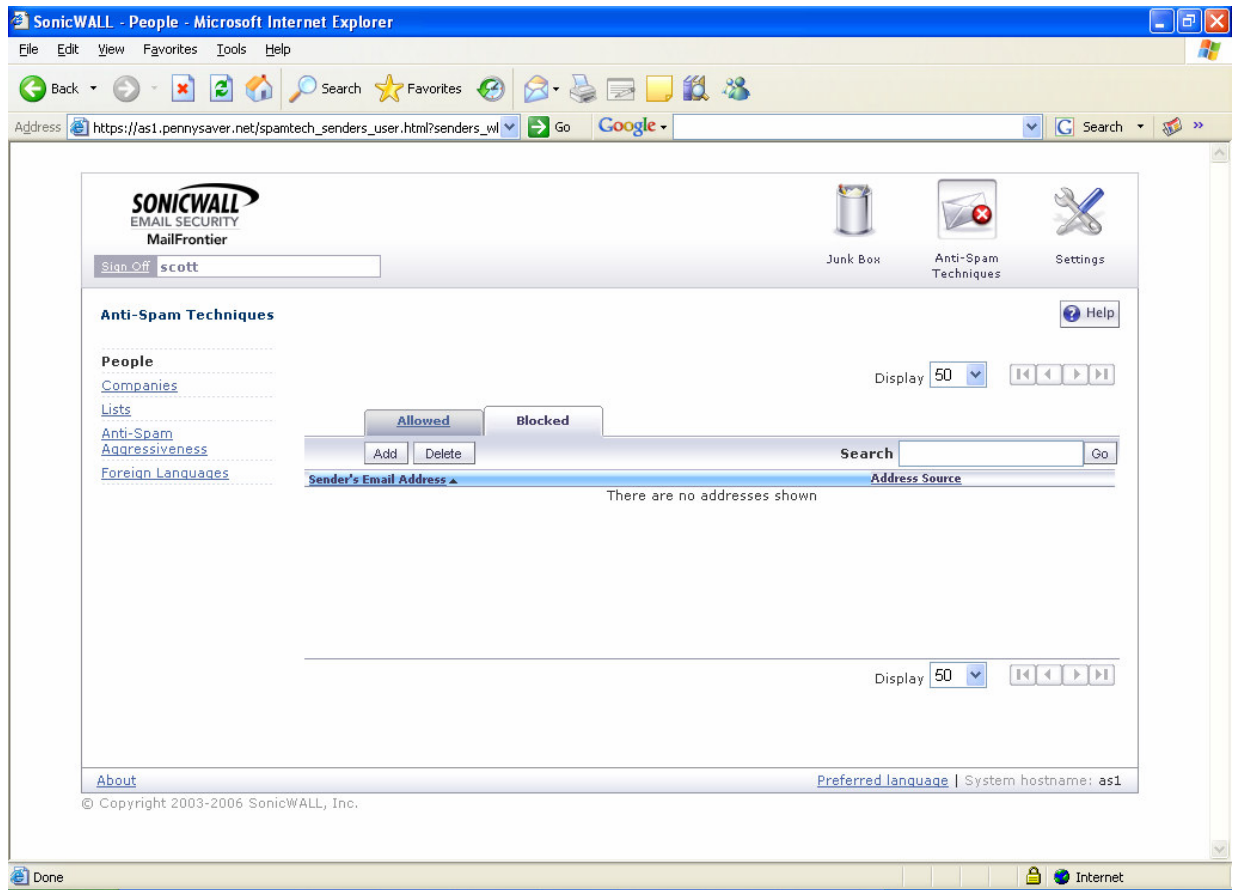
At the bottom of the screenshot you will see e-mail which has been queued up in the spam list. If you wish to move a message to your inbox, check the box to the left of the e-mail address and click the **UnJunk** button. When you do this, the sender's e-mail address will automatically be added to your *allow* list. Mail from this sender will no longer be subject to anti-spam rules. If you are searching for a particular e-mail address, you can sort the list alphabetically by clicking the **From** heading. Click the **Date Time Received** heading to re-sort the list by date received after you have finished.

### **Additional Features:**

#### ***Anti-Spam Techniques.***

This icon is located at the top right of the window next to the Junk Box icon.

By selecting this icon, you will see a screen similar to the following:



On the left side of the screen are five choices:

***People***

***Companies***

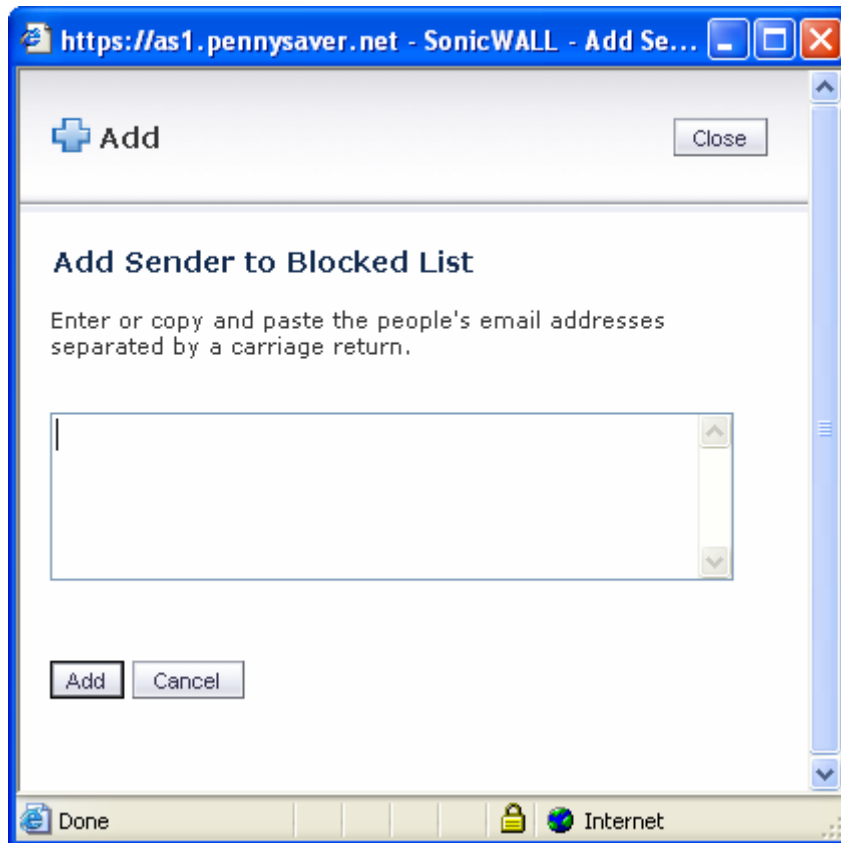
***Lists***

***Anti-Spam Aggressiveness***

***Foreign Languages***

**Selecting *People*, *Companies* or *Lists***: In each case you can allow or block individual's e-mail addresses or entire company domain names by selecting the ***allowed*** or ***blocked*** tab in the middle of the screen. Below these tabs are ***add*** and ***delete*** buttons.

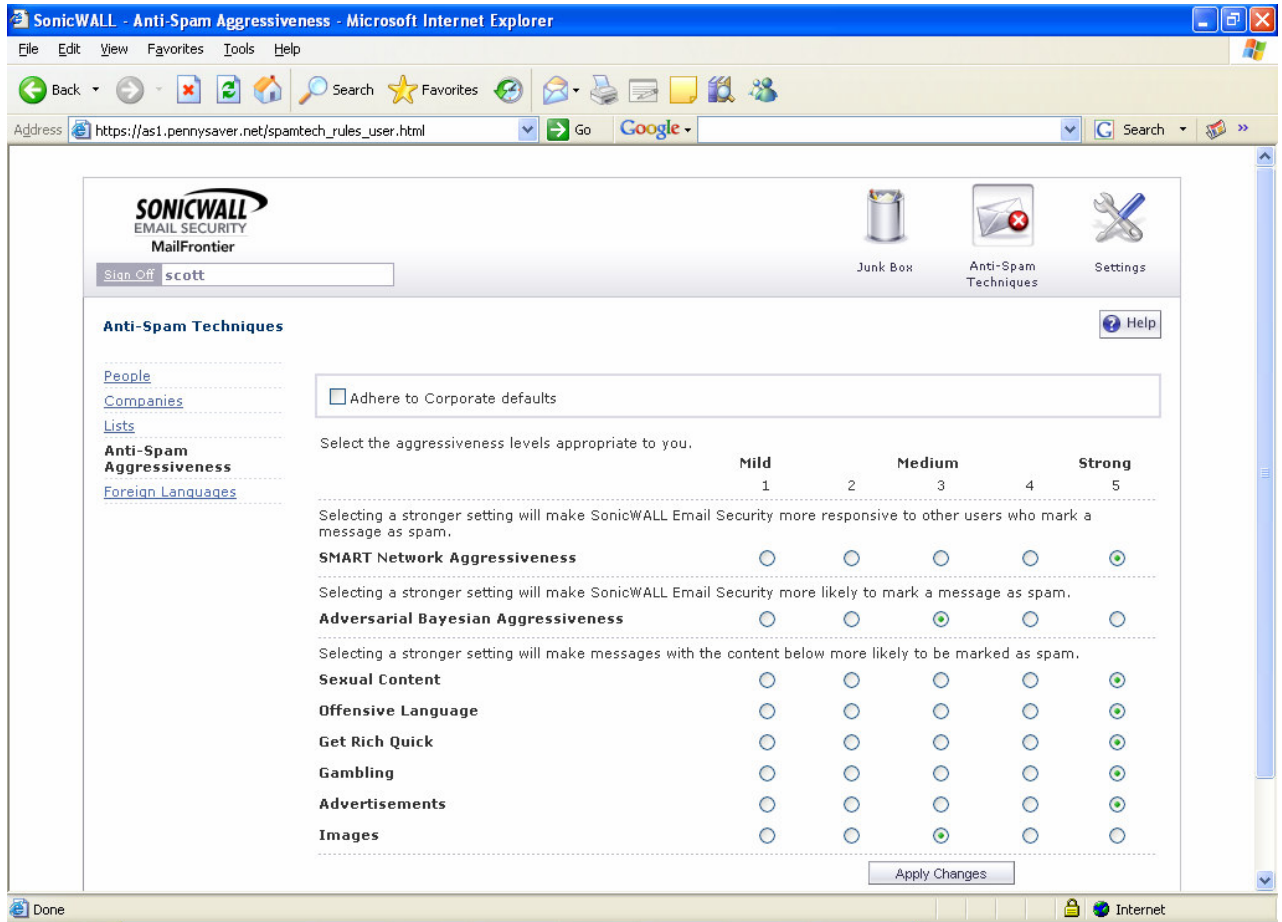
By selecting the ***block*** tab, for example, then clicking the add button, you will see the following screen:



Type in the e-mail address of the person that you wish to block and click the Add button.

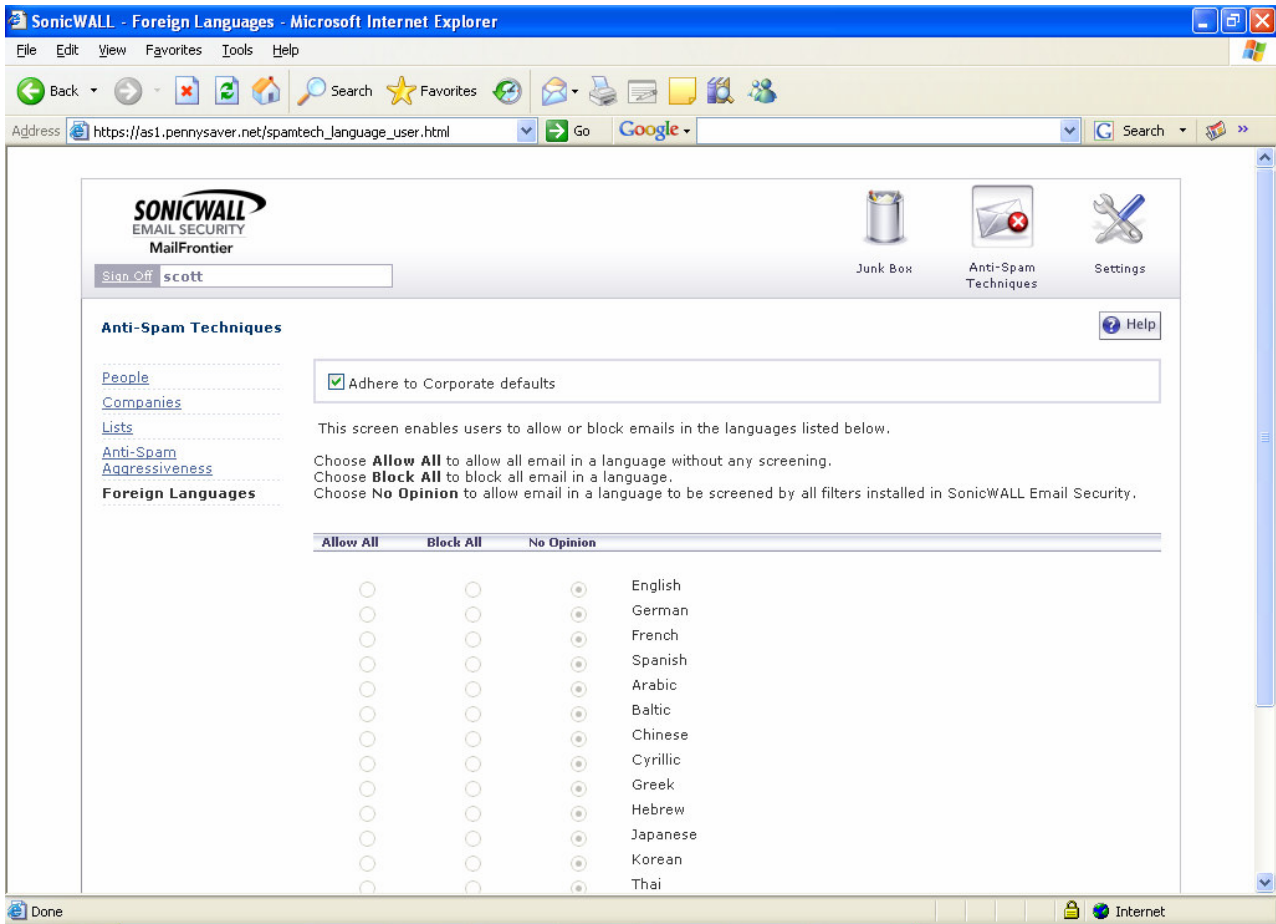
To delete an existing entry, check the box to the left of the name and click the Delete button.

**Selecting Anti-Spam Aggressiveness.** See the screen below (next page):



You may customize your anti-spam settings if you wish. To allow changes, uncheck the box labeled *Adhere to Corporate Defaults*. You are now free to increase *Aggressiveness* to 5, for example. This will instruct the system to use maximum aggressiveness in spam filtering. Click the *Apply Changes* button when you are finished.

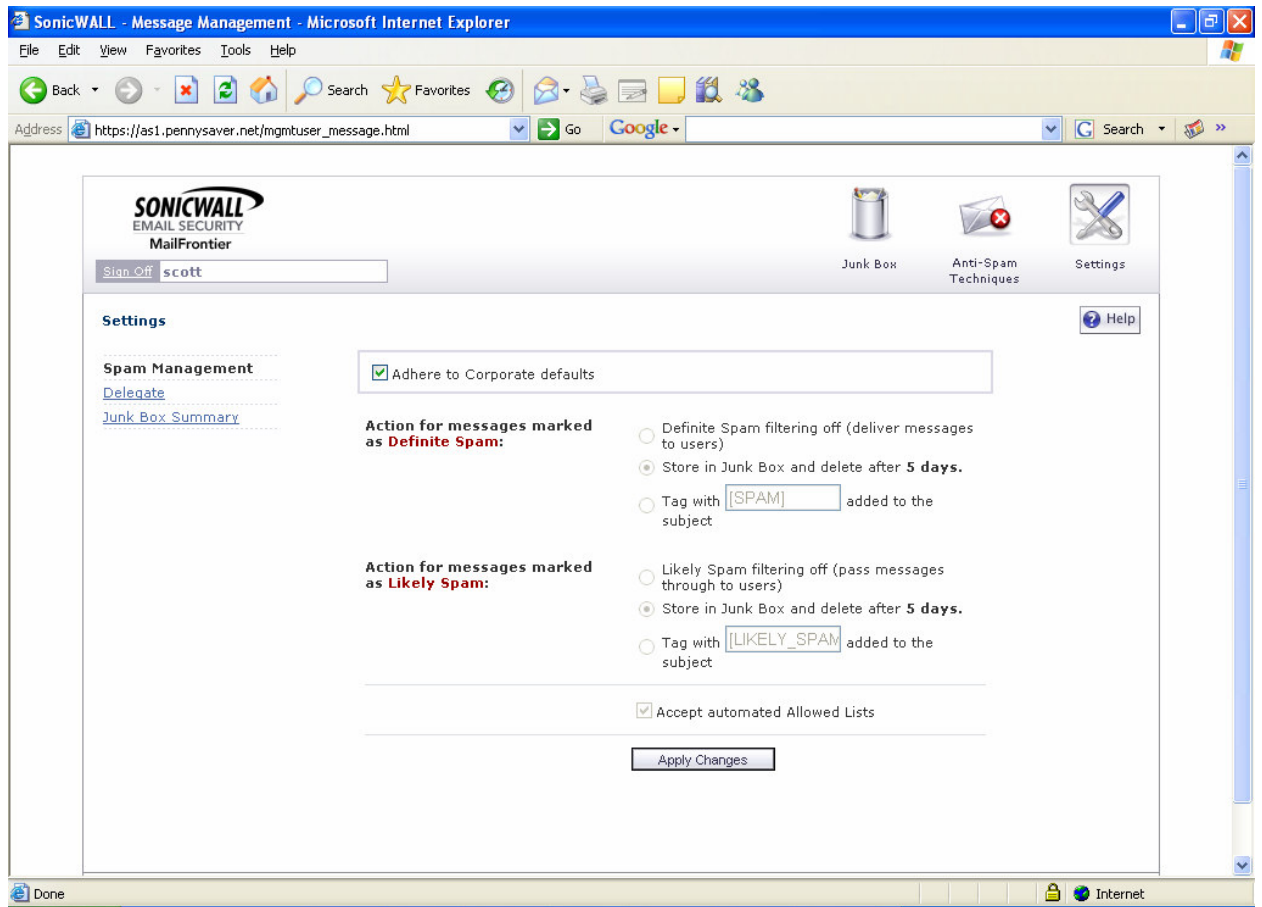
**Selecting Foreign Languages.** See the screen below (next page):



To allow changes, uncheck the box labeled *Adhere to Corporate Defaults*. Select a language to block. Click the *Apply Changes* button when you are finished.

The *Settings* button:

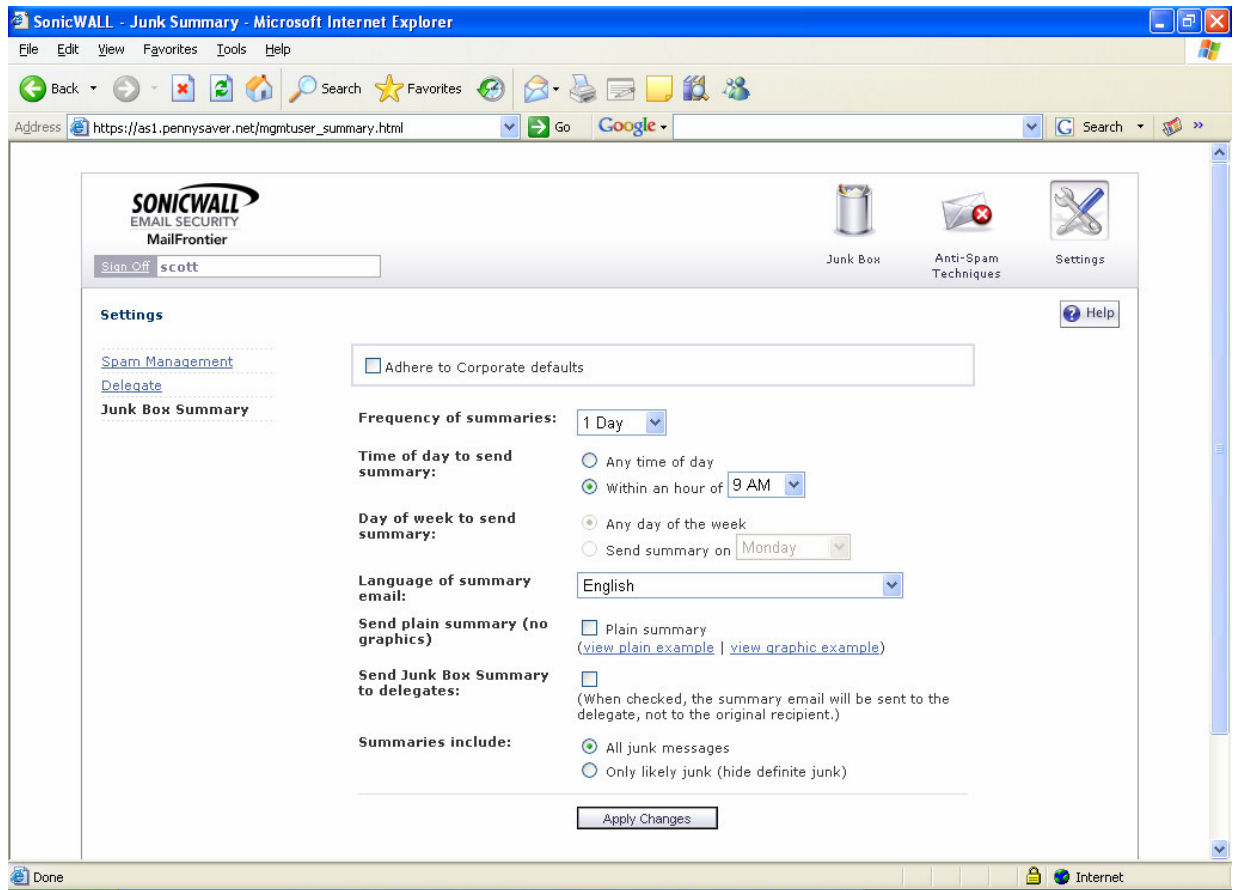
By selecting this icon, located to the right of *Anti-Spam Techniques*, you will see a screen similar to the following (next page):



On this page, you may alter the way that spam is processed. To do so, uncheck the box labeled *Adhere to Corporate Defaults*. Click the *Apply Changes* button when you are finished. It is strongly suggested that you do not turn off filtering.

The **Delegate** link. This link is located below *Spam Management* at the left center of the screen. This choice is not used in our application.

The **Junk Box Summary** link. Clicking this link produces a screen similar to the following (next page):



You may change the frequency and time of day that summaries are sent to your inbox. To do so, uncheck the box labeled *Adhere to Corporate Defaults*. Click the *Apply Changes* button when you are finished. Note that the Delegate feature is unavailable.

Click the **Sign Off** button at the top left of the screen when you have completed accessing the junk box. For security purposes, you will automatically be logged off the junk box after a period of inactivity.

Any questions or comments, please let us know. Thank you.

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