

To Block/Allow an email Message from the email summary


1. Open the Email that was sent to you from UnionQuarantine@unionps.org with the subject of “Quarantined Email Summary”
2. Next to each message, either select View, Not Spam, Delete, or Block

Quarantined Email Summary

UnionEmails@unionps.org

Sent: Wed 4/28/2010 2:54 AM

To: Borland, Todd



Quarantine digest for: borland.todd@unionps.org

There are 4 new messages in your Spam quarantine since the last quarantine digest was delivered. If these messages are Spam, you do not need to take any action as they will be automatically deleted after 31 days.

- To read a message, click **View**.
- To deliver a message to your inbox and add the sender to your Truster Senders list, click **Not Spam**.
- To delete a message from your quarantine, click **Delete**.
- To delete all the messages in this digest, click **Delete All** at the bottom of this digest.
- To add the sender to your Blocked Senders List, click **Block**.

| Date Received | From | Subject | Actions |
|---------------------|--|----------------------|--|
| 2010-04-28 02:53:41 | rob.hartstein@watchguard.com | [e] Test Message New | View Not Spam Delete Block |
| 2010-04-28 02:53:36 | rob.hartstein@watchguard.com | [e] Test Message New | View Not Spam Delete Block |
| 2010-04-28 02:53:32 | rob.hartstein@watchguard.com | [e] Test Message New | View Not Spam Delete Block |
| 2010-04-28 02:53:29 | rob.hartstein@watchguard.com | [e] Test Message New | View Not Spam Delete Block |

[Delete All](#)

[Send me all](#) message headers.

Opt out [Forever](#) | [One Day](#) | [Two Days](#) | [One Week](#) | [Two Weeks](#) | [Three Weeks](#)

This is an automated message from the WatchGuard Quarantine Management Server at QMS-1.unionps.org. Please do not reply.
For support, contact support@unionps.org

Each Quarantined Email will provide you the option for four different responses:

1. **View:** Allows you to safely review the email
2. **Not Spam:** The email sender is added to your personal white list and their email will no longer appear in the Quarantined Email summary report.
3. **Delete:** The message will be deleted
4. **Block:** The email sender is added to the individual “Blocked List” and you will no longer receive messages from that sender.

To Block/Allow an email Message from the web portal

1. Open Internet Explorer
2. Go to <https://blockedmail.unionps.org>
3. Enter your FULL email address
4. Enter your password you use to log onto your computer
5. Press Login




Union's Email Quarantine Program

Union's Email Quarantine Program

Full Email Address:

Password:

6. You can now Block, release, or delete all the quarantined messages you have received. *Note: The email that is sent to you only includes the new messages. This web site will include EVERY blocked message you have received until it is released/or blocked.

Quarantine Management Server
Logout

Spam Quarantine Trusted & Blocked Lists Settings

Search: Subject: Sender: Message:


4 messages 1 selected

| Date | Subject | Sender | Size |
|---|------------------|------------------------------|-------|
| <input type="checkbox"/> 02:42 | [e] Test Message | rob.hartstein@watchguard.com | 297 B |
| <input checked="" type="checkbox"/> 02:42 | [e] Test Message | rob.hartstein@watchguard.com | 297 B |
| <input type="checkbox"/> 02:42 | [e] Test Message | rob.hartstein@watchguard.com | 297 B |
| <input type="checkbox"/> 02:42 | [e] Test Message | rob.hartstein@watchguard.com | 297 B |

7. Click the empty box next to the message
8. Click **Not Spam** to release the message, **Trust Sender** to add the sender to the allowed list so they no longer have their email blocked, or **Block Sender** to no longer receive messages from that sender.
9. If you want to verify the blocked/trusted senders that you have marked, you can click on "Trusted & Blocked Lists".
10. To remove a sender from either Trusted or Blocked, simply click the sender and hit delete.

Trusted Senders

(Enter a list of trusted email addresses, one on each line)


 Not all lines are recognized as email addresses.

Add

rob.hartstein@watchguard.com

Blocked Senders

(Enter a list of blocked email addresses, one on each line)

 Not all lines are recognized as email addresses.

Add