

## Using Your Spam Filter

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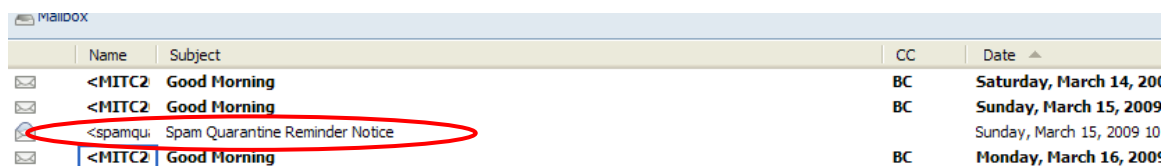
Microsoft Forefront Online Protection is the university's spam filtering system for employee email. The system filters out junk mail, including potentially harmful email, from your GroupWise email account. All GroupWise users have spam filtering already installed. Follow the instructions below to access your spam email, so you can periodically check to make sure no legitimate email has been caught by the filter.

If you need help using Forefront, contact the HelpDesk at 852-7997 or [helpdesk@louisville.edu](mailto:helpdesk@louisville.edu).

## Setting your password and signing in

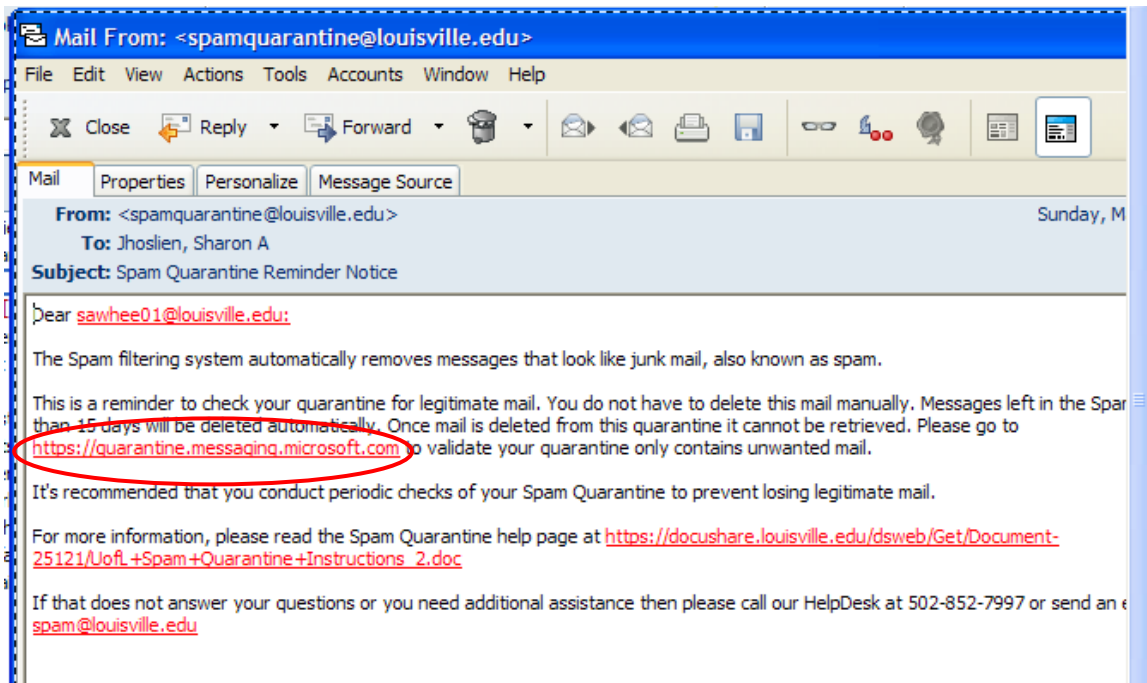
You must assign a password to your spam email system the first time you access it. You can get to your spam email by clicking on the link to your spam in the reminder notice periodically sent by your spam filtering system, or you can go directly to the link anytime at <https://quarantine.messaging.microsoft.com>.

To get to your spam email through the reminder notice, click on the **Spam Quarantined Reminder Notice** email:

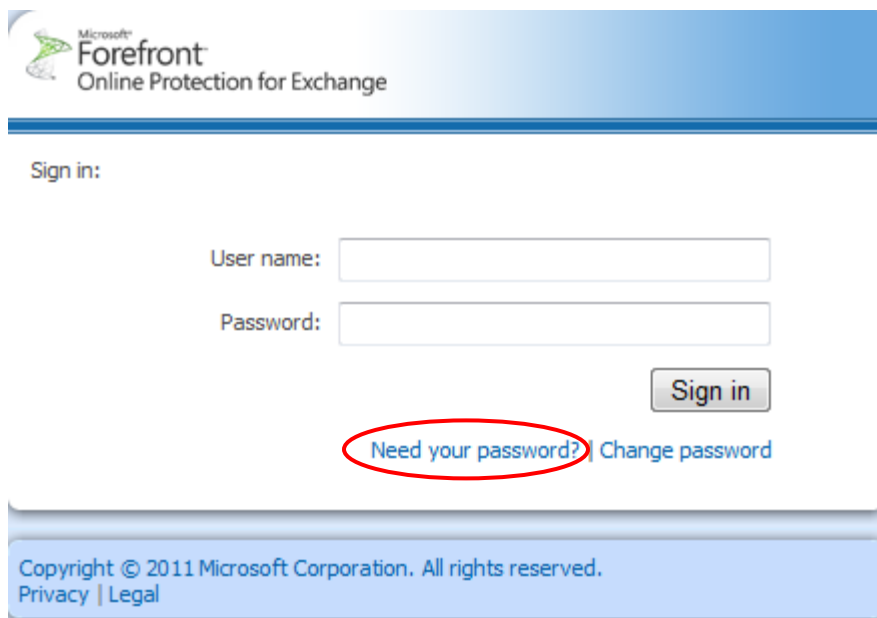


	Name	Subject	CC	Date
✉	<MITC2	Good Morning	BC	Saturday, March 14, 2009
✉	<MITC2	Good Morning	BC	Sunday, March 15, 2009
✉	<spamqu	Spam Quarantine Reminder Notice		Sunday, March 15, 2009 10:00 AM
✉	<MITC2	Good Morning	BC	Monday, March 16, 2009

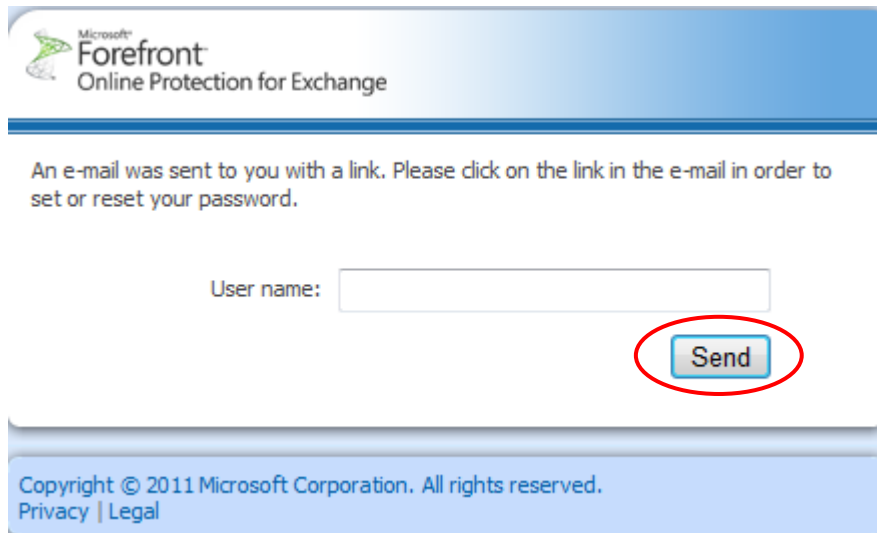
Click on the link to <https://quarantine.messaging.microsoft.com> inside the email message.



Click the **Need your password?** link to set up your password:

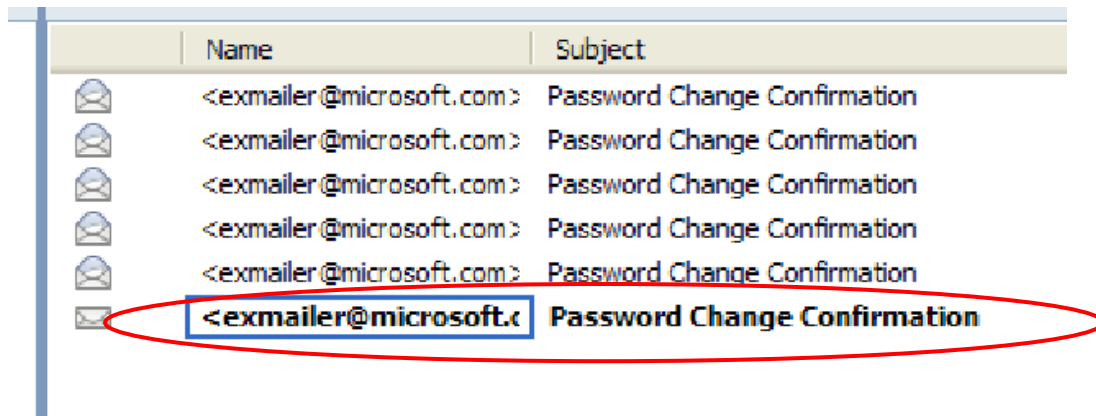


Type your full GroupWise email address into the **User name** field ([userID@gwise.louisville.edu](mailto:userID@gwise.louisville.edu)) and click **Send**.









The screenshot shows the Microsoft Forefront Online Protection for Exchange interface. At the top left is the Microsoft Forefront logo with the text "Online Protection for Exchange". Below the logo is a message: "An e-mail was sent to you with a link. Please click on the link in the e-mail in order to set or reset your password." Underneath this message is a text input field labeled "User name:" and a "Send" button. The "Send" button is circled in red. At the bottom of the page, there is a copyright notice: "Copyright © 2011 Microsoft Corporation. All rights reserved. Privacy | Legal".

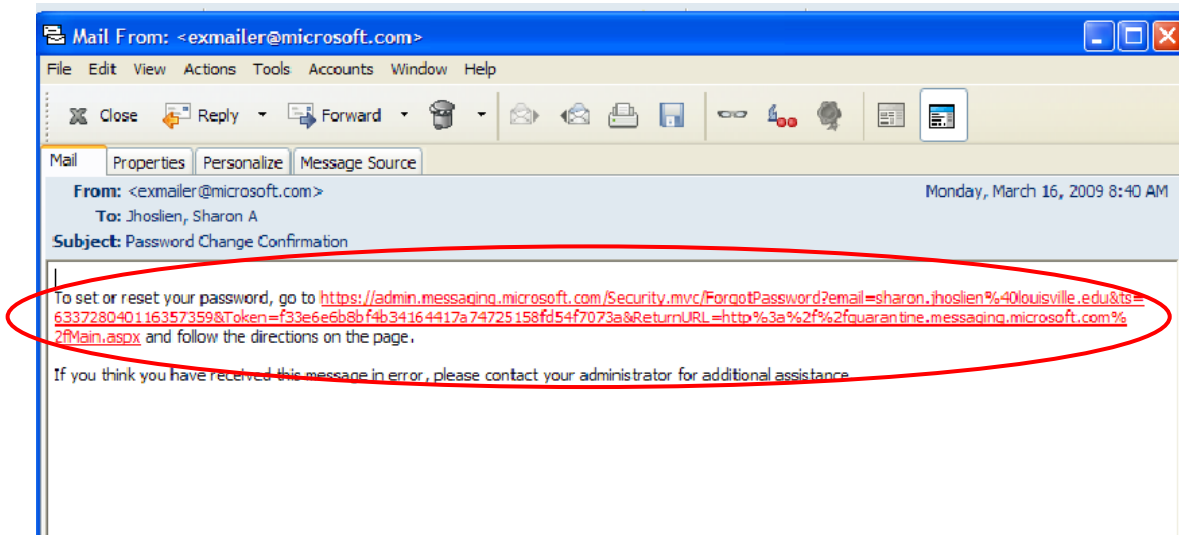
An email will be sent to your GroupWise email account. Open GroupWise and then open the email titled **Password Change Confirmation**.



The screenshot shows an email inbox with a table of messages. The table has two columns: "Name" and "Subject". There are six rows of messages, all with the subject "Password Change Confirmation" and the name "<exmailer@microsoft.com>". The bottom-most row is circled in red, and the name field of that row is also highlighted with a blue box.

	Name	Subject
	<exmailer@microsoft.com>	Password Change Confirmation
	<exmailer@microsoft.com>	Password Change Confirmation
	<exmailer@microsoft.com>	Password Change Confirmation
	<exmailer@microsoft.com>	Password Change Confirmation
	<exmailer@microsoft.com>	Password Change Confirmation
	<exmailer@microsoft.com>	<b>Password Change Confirmation</b>

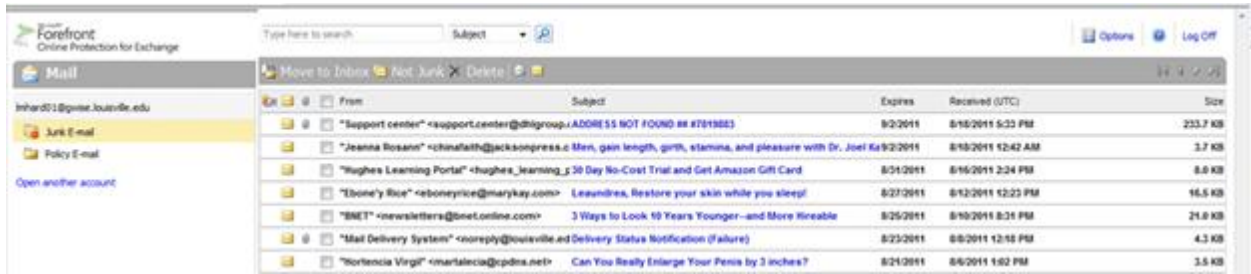
Click the link inside the email.



Type your GroupWise password into the **New password** field. Type it again inside the **Confirm new password** field and hit **Submit**.

A screenshot of the Microsoft Forefront Online Protection for Exchange password reset page. The page has a blue header with the Microsoft logo and "Forefront Online Protection for Exchange". The main content area is white and contains the text "Set your new password." followed by three input fields: "User name:" with the value "hmlync01@gwise.louisville.edu", "New password:", and "Confirm new password:". A "Submit" button is at the bottom right, circled in red. The footer is a blue bar with the text "Copyright © 2011 Microsoft Corporation. All rights reserved. Privacy | Legal".

You are now logged in to your spam filter mailbox.

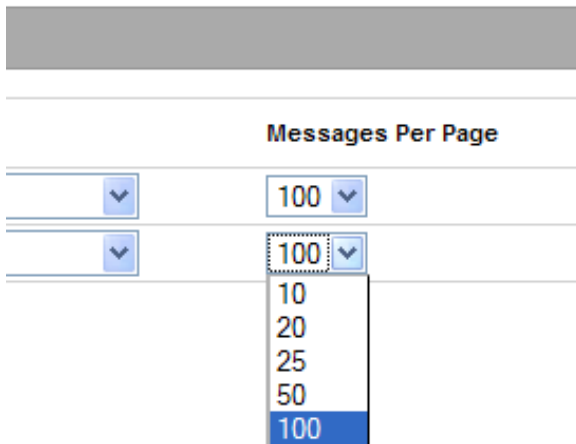


## Changing Your User Options

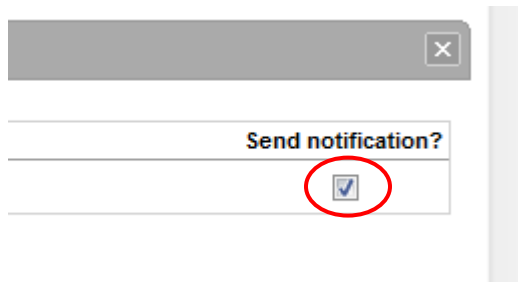
To change how many messages appear per page in your spam mailbox, click on the **Options** button at the top right of your screen.



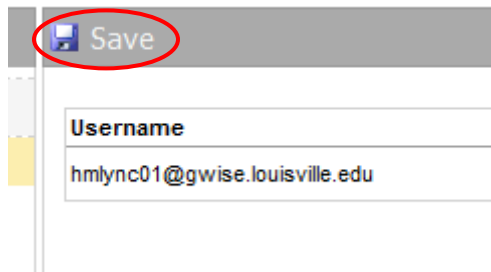
Click the **Messages Per Page** drop-down button and select the number of email messages you wish to display on each page.



To change whether you receive email reminders to check your spam mailbox, check or uncheck the **Send Notification?** box.



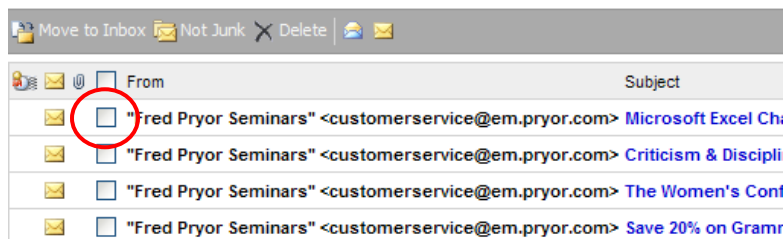
Click the **Save** button to retain the changes you made in the **Options** menu.



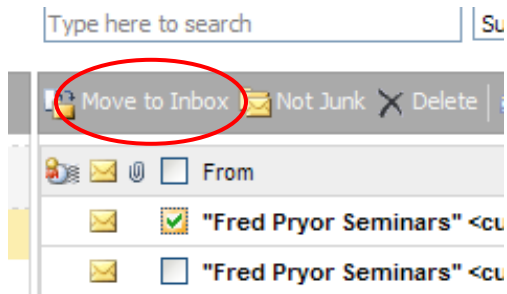
## Recovering Non-Spam Email

If you find an item in your spam filter mailbox that you need, you can recover the item and send it to your GroupWise mailbox.

Click in the checkbox to the left of the email you want to recover.



Click the **Move to Inbox** button. The email will be sent to your GroupWise account.



If you notice certain legitimate emails are consistently being filtered from your GroupWise mailbox, you can tell your spam system to stop filtering these emails from your inbox.

Click the checkbox to the left of the email that you want to recover, and click the **Not Junk** button, to the right of the **Move to Inbox** button. The email will be sent to your GroupWise account, and your spam filtering system's administrator will be notified that the item is not spam mail.

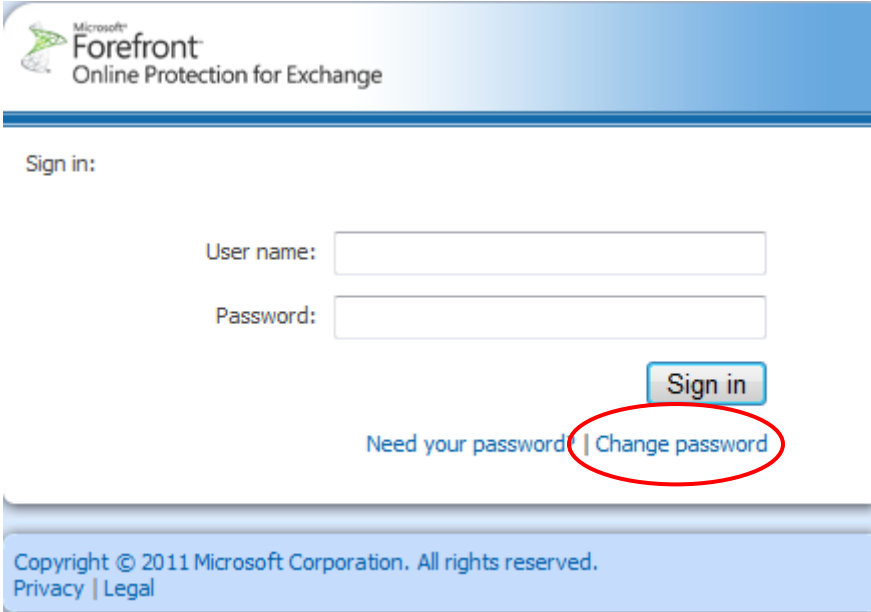
## Deleting Spam Email

Email is automatically deleted from your spam filter mailbox after 15 days. You can also delete email messages manually from your spam mailbox.

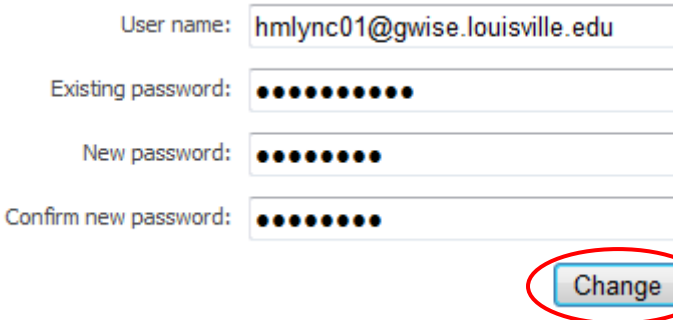
Click in the checkbox to the left of the email item that you wish to delete. Click the **Delete** button, to the right of the **Not Junk** button. The email will be deleted from your spam mailbox and will not be sent to your GroupWise mailbox.

## Changing Your Spam Filter Password

You should change your spam filter password regularly to keep others from accessing the mailbox. To change your password, go to <https://quarantine.messaging.microsoft.com> and click **Change password**.



Enter your **User name** ([userID@gwise.louisville.edu](mailto:userID@gwise.louisville.edu)) and your **Existing password**. Now type a **New password**, and then re-type it in the **Confirm new password** field. Click **Change**.



Your password will be changed and you will be directed into your spam mailbox.

## Logging Off of Your Spam Mailbox

Click **Log Off** at the top right of your screen. Close your browser to complete the logging off process.

