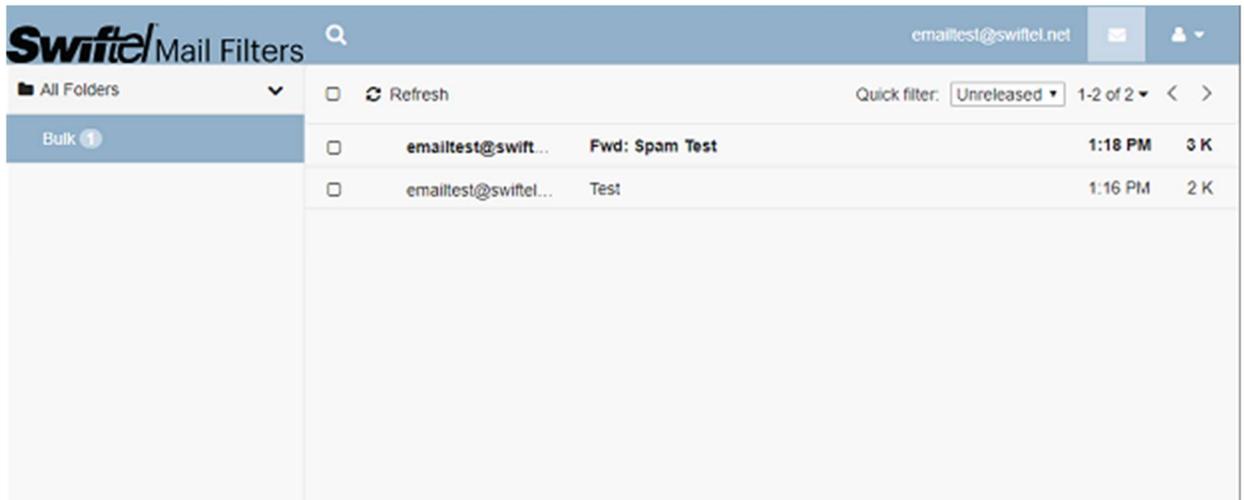


Swiftel Mail Filter

<https://filter.swiftel.net>

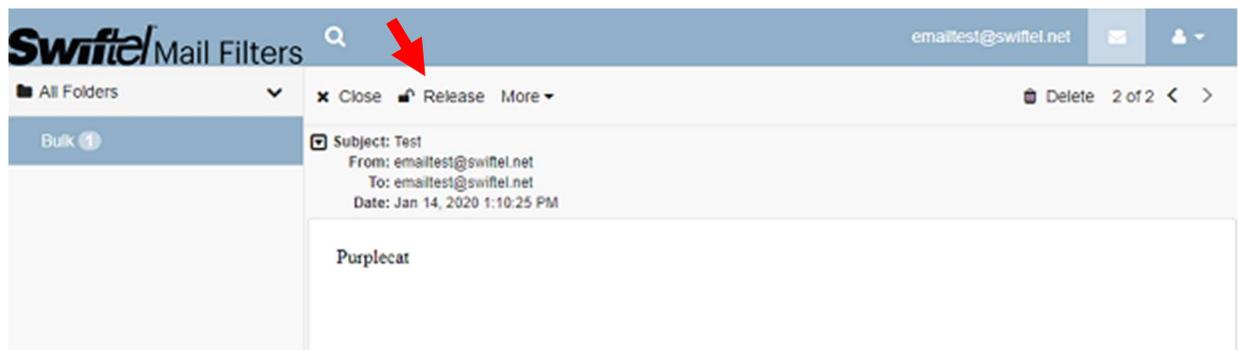
Swiftel Mail Filter Navigation:

1. **Main View:** Click on the icon in the upper-right corner to open preferences. Click on an e-mail message to open it. This will allow you to delete, release, or ignore the e-mail.

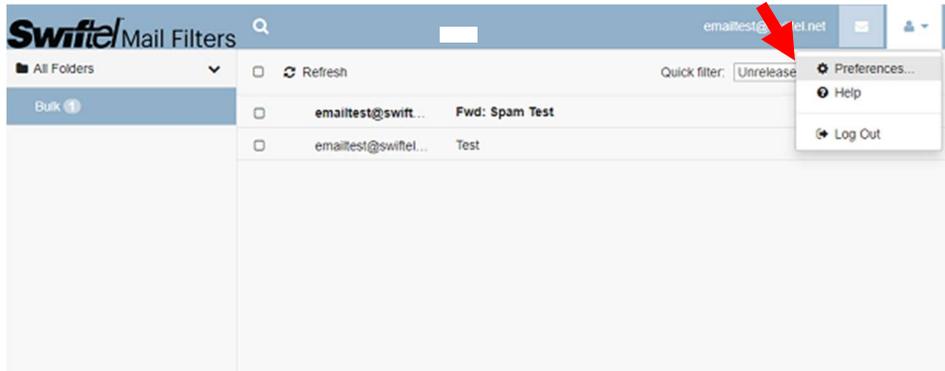


2. **Delete, Release, or ignore message:**

- a. **Delete:** If you select a message and click the "Delete" button, the message will be removed from your spam filter.
- b. **Release:** If you select a message and click the "Release" button, the message will be delivered to your mailbox. **NOTE: The message will be delivered to your mailbox at the time it was sent, not the time it was released. The message will also stay in the message list on the Swiftel Mail Filter website.**
- c. **Ignore:** If you choose to ignore the message, it will be **deleted after 15 days.**



3. **Preferences:** This will allow you to format settings for your Whitelist and Black list, along with being able to opt-in or opt-out of spam reports.

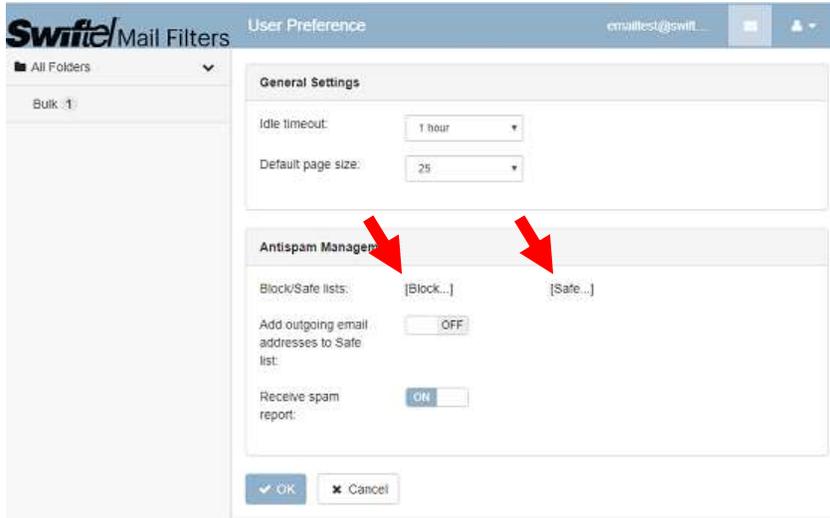


To Whitelist/Blacklist an email address or domain:

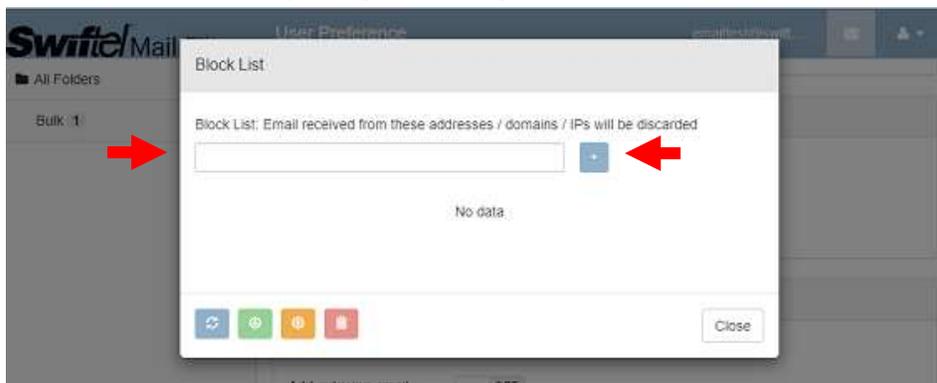
1. If you wish to receive email messages from a certain address or domain, there is an option to whitelist the address. If you wish to block email messages from a certain address or domain, there is an option to blacklist the address. Once you are logged into Swiftel Mail Filter, on the left hand side at the top of the page, click on the “Preferences” option.



2. Under the “Antispam Management” section, click on the “Safe...” or “Block” option.



3. This will open a pop up window that looks like the one below. From here, you can add an email to the Whitelist or Blacklist by typing the email address (test@swiftel.net) or a domain (swiftel.net) and clicking the “Add” button (blue plus sign on the right).



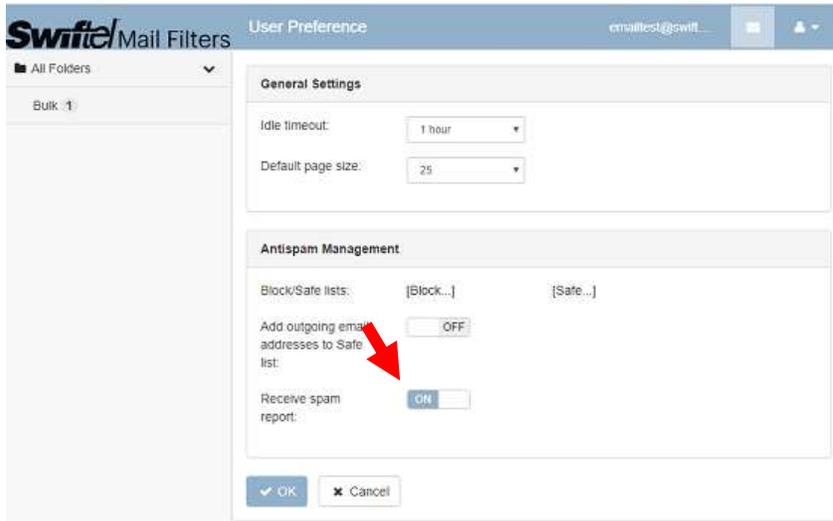
4. You can also remove email addresses and domains from the Whitelist or Blacklist by selecting the email address or domain you want to remove and clicking the “Remove from Selected” button.

To opt-in or opt-out of spam reports:

1. To start or stop receiving spam reports, log into Swiftel Mail Filter. Once you are logged in, on the left hand side at the top of the page, there is a “Preferences” option.



- Under the “Antispam Management” section, there is an option that says “Receive Spam Reports.” Click “On” or “Off,” depending on your preference.



Spam Report:

Clicking the envelop with the green checkmark will release an email from quarantine and automatically add the sender to your whitelist (approved sender list). Click the trash can to permanently delete the email.




Quarantine Summary

Date	From	Subject	Web Actions
Wed, 11 Mar 2020 14:02:27 -0500	Portable Espresso <PortableEspresso@a1gppress.com>	Brew delicious coffee anywhere with our new machine	 