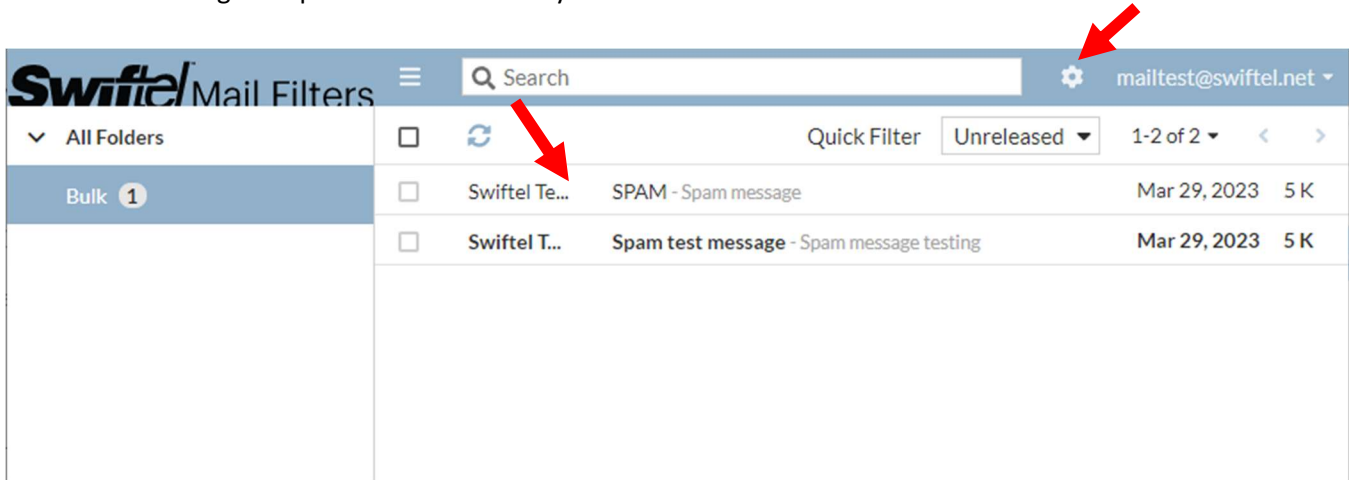


## Swiftel Mail Filter

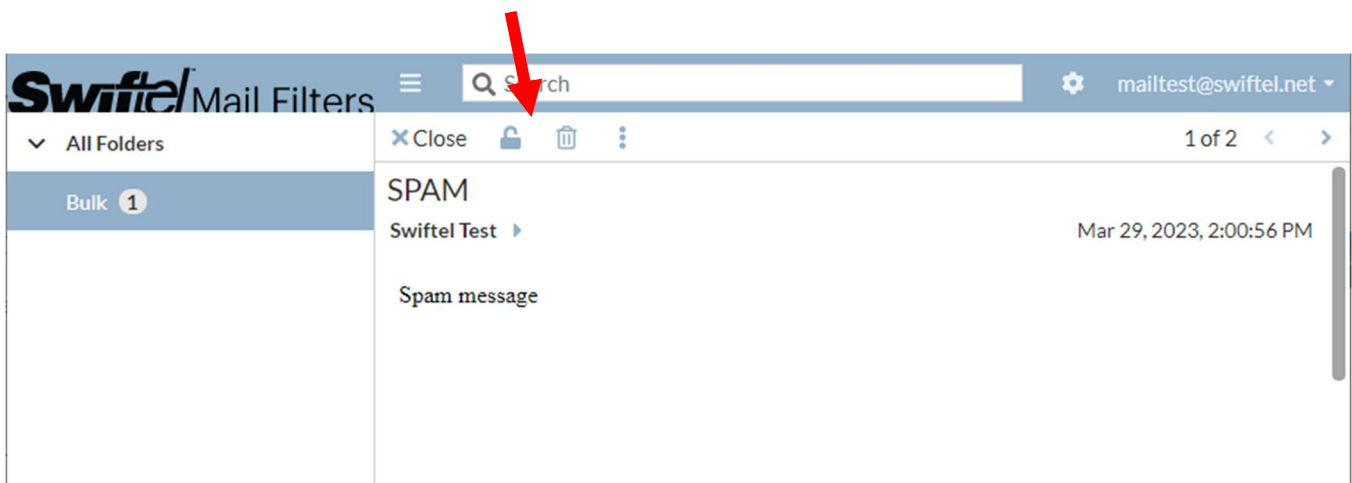
<https://filter.swiftel.net>

### Swiftel Mail Filter Navigation:

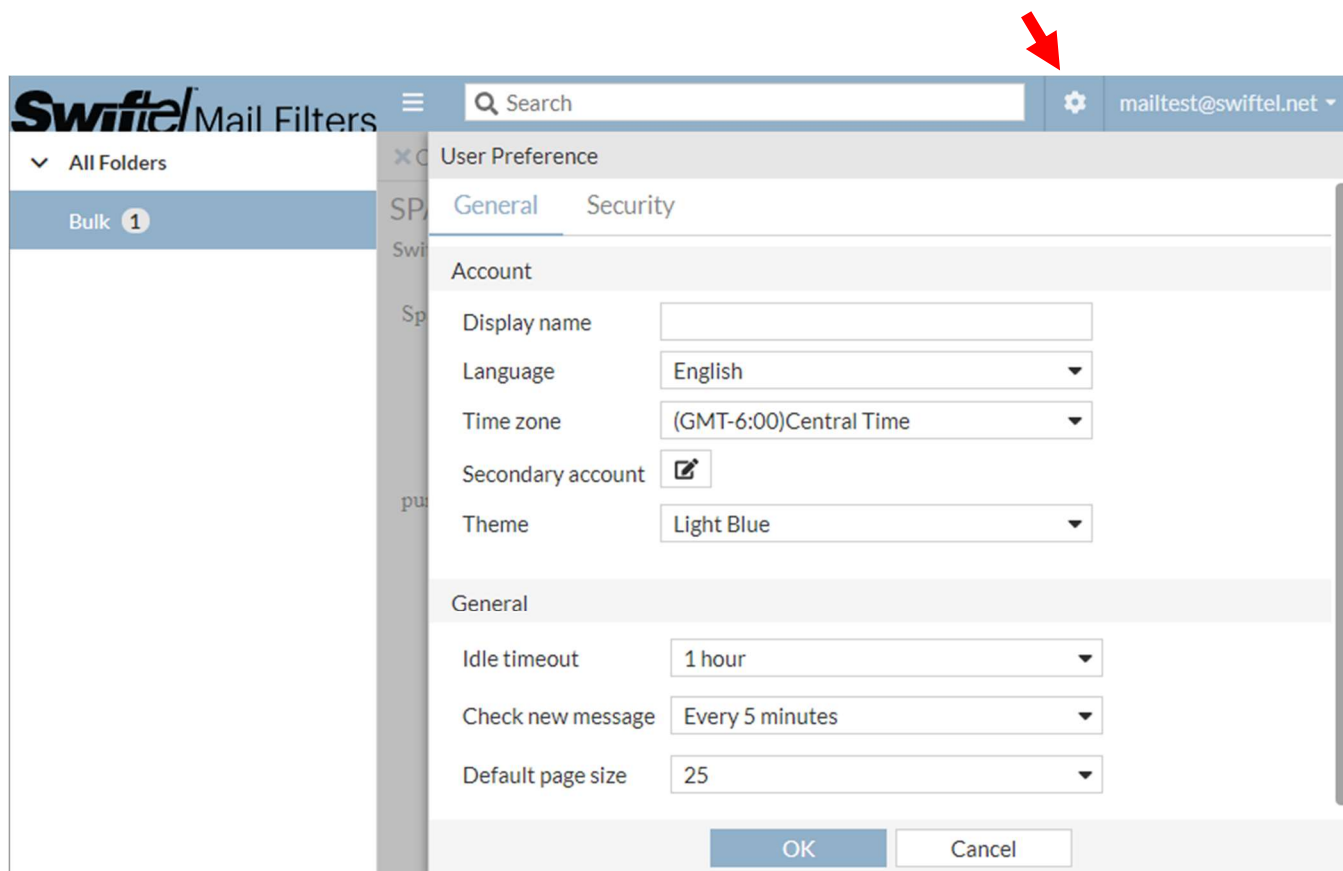
1. **Main View:** Click on the gear icon in the upper-right corner to open preferences. Click on an e-mail message to open it. This will allow you to delete or release the e-mail.



2. **Delete, Release, or more:**
  - a. **Release (padlock icon):** If you 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.**
  - b. **Delete (trash bin icon):** If you click the "Delete" button, the message will be removed from your spam filter.
  - c. **More (3 dots):** Here you can change your view of the e-mail, get more details, print the message, or save it.

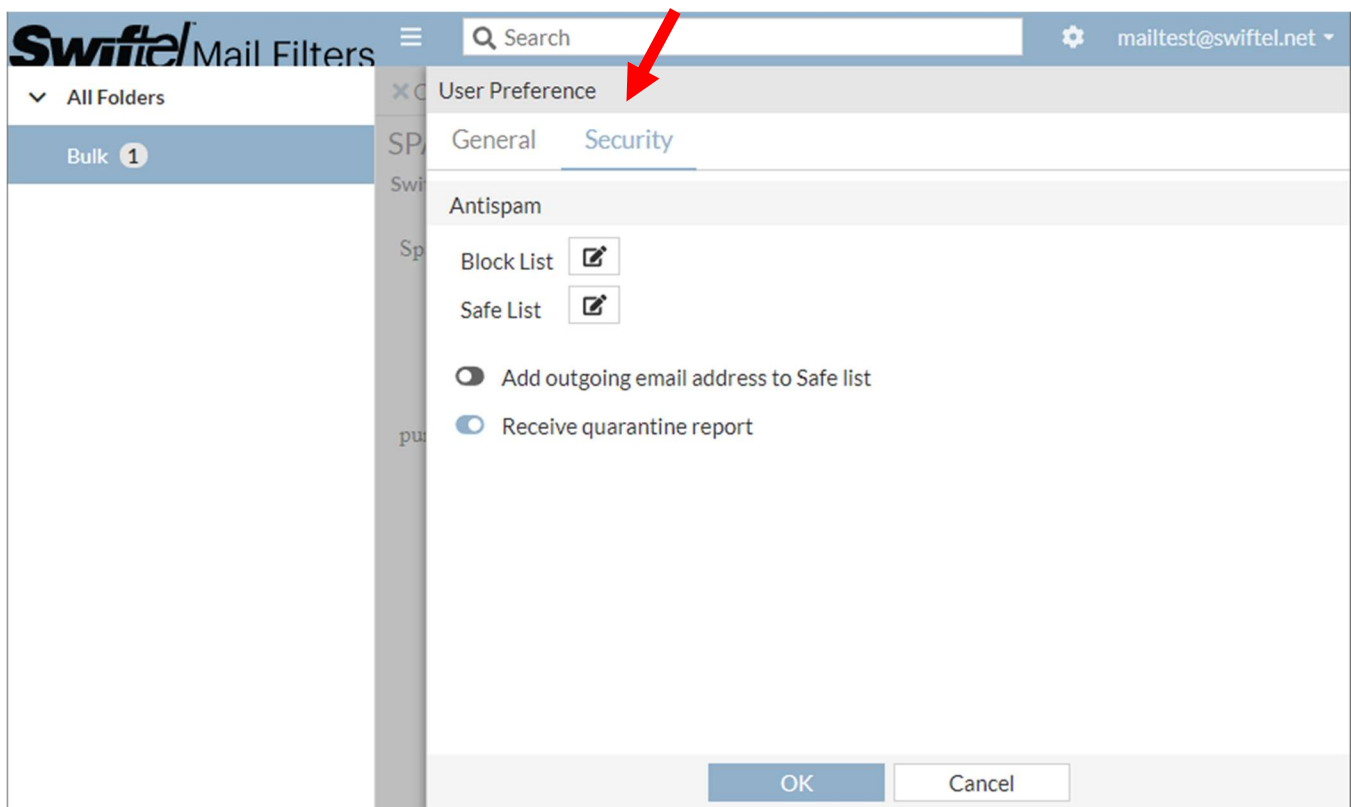


3. **User Preferences:** This will allow you to change general settings for your e-mail filter.



**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 add it to a Safe List. If you wish to block email messages from a certain address or domain, there is an option to add it to the Block List. Once you are logged into Swiftel Mail Filter, on the upper right hand side of the page, click on the gear icon for Preferences, then switch to the Security tab.





1. Under the Security tab, click on the Block List icon.

User Preference

General Security

Antispam

Block List 

Safe List 






☐ Add outgoing email address to Safe list


☒ Receive quarantine report

2. This will open your Block List. From here, you can see all currently blocked addresses, or add an email to the Block List by typing the email address ([test@swiftel.net](mailto:test@swiftel.net)), domain (swiftel.net) or IP and clicking OK.

Block List

Block List: Email received from these addresses / domains / IPs will be blocked

  Create  Delete  Download  Upload Total: 4 Limit: 2048

 Search

☐


☐ \*@spammer.com

☐ 1.2.3.4/32

☐ spam

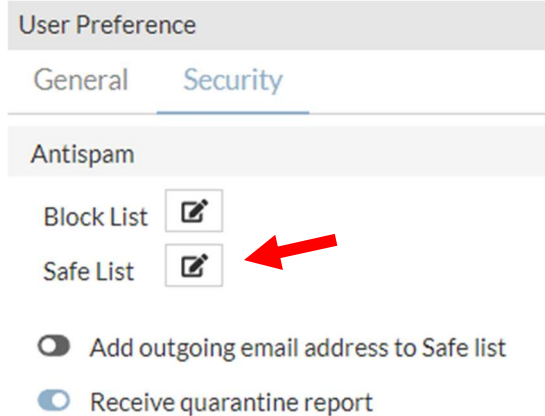
☐ spam@spammer.com

Close



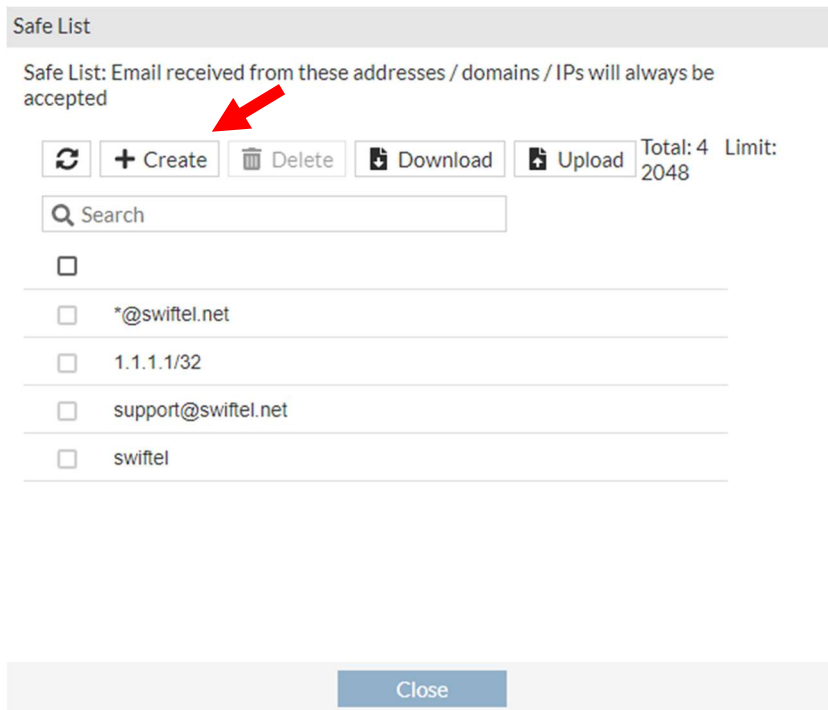
A dialog box titled "Blocklist" with a close button (X) in the top right corner. It contains an "Add" label and a text input field with the email address "spam@spammer.com" entered.

3. Under the Security tab, click on the Safe List icon.

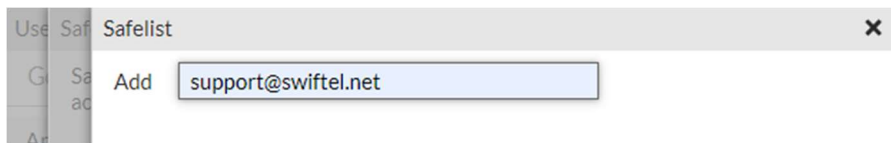


The "User Preference" window shows the "Security" tab selected. Under the "Antispam" section, there are two icons: "Block List" and "Safe List". A red arrow points to the "Safe List" icon. Below these icons are two radio button options: "Add outgoing email address to Safe list" (which is selected) and "Receive quarantine report".

4. This will open your Block List. From here, you can see all currently blocked addresses, or add an email to the Block List by typing the email address ([test@swiftel.net](mailto:test@swiftel.net)), domain (swiftel.net) or IP and clicking OK.

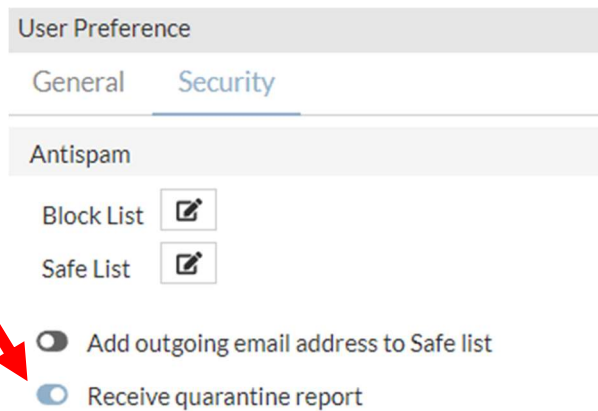


The "Safe List" window displays a title bar and a description: "Safe List: Email received from these addresses / domains / IPs will always be accepted". A red arrow points to this text. Below the description are buttons for "Refresh", "+ Create", "Delete", "Download", and "Upload", followed by a status bar showing "Total: 4 Limit: 2048". A search bar is present with the placeholder text "Search". A list of entries follows, each with a checkbox and a text label: an empty checkbox, "\*@swiftel.net", "1.1.1.1/32", "support@swiftel.net", and "swiftel". A "Close" button is located at the bottom right of the window.



**To opt-in or opt-out of quarantine reports:**

1. To start or stop receiving quarantine reports, log into Swiftel Mail Filter. Once you are logged in, on the upper right hand side of the page, click on the gear icon for Preferences, then switch to the Security tab.






**Spam Report:**

Your Quarantine Report will look like the image below. Clicking the envelop 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.

## Swiftel Quarantine Summary

Date	From	Subject	Web Actions
Wed, 29 Mar 2023 14:01:12 -0500	Swiftel Test <swifteltest123@gmail.com>	SPAM	 

### Web Actions:

- Click on  link to send a http(s) request to have the message released to your inbox.
- Click on  link to send a http(s) request to delete the message from your quarantine.
- Click this  to send a http(s) request to **Delete all messages** from your quarantine.

Other: