

Using MessageScreen (Basic)

Due to the exponential increase of incoming SPAM messages, the University has purchased a new, more customizable solution – IntelliReach's MessageScreen. TSC will be migrating all faculty and staff to the new system over the next while.

What this program does is place any messages that are suspected of being spam in quarantine so they don't get to your inbox. However, instead of them being lost in an inaccessible data bank somewhere, you can access your quarantined emails from anywhere with an internet connection.

Activating MessageScreen

Using any internet browser (Internet Explorer, Firefox, etc.), go to <https://sg.uwinnipeg.ca/user>

To login, use your email address (firstname.lastname@uwinnipeg.ca) and your Novell password (what you type to login to campus computers).

Click the 'User Settings' link on the left hand side, then click the Enable Filtering Checkbox to place a checkmark in it.

Adjust The UCE and Explicit settings using the drop down box. The "Policy default" setting is equivalent to Moderate. You can adjust this if you wish, or change it later if needed.

Click the Save button.

Once you have completed the online registration please send an email with the subject heading 'registered' to the help.desk@uwinnipeg.ca as this will notify our staff to complete some background settings that are required to complete the setup.

Basic Instructions

To access MessageScreen, go to <https://sg.uwinnipeg.ca/user> or alternatively, Login to MyUWinnipeg (<https://uportal.uwinnipeg.ca>), click the Email/Netstorage tab, and click the link labelled MessageScreen Anti-SPAM.

To login, use your University standard email address (firstname.lastname@uwinnipeg.ca) and your Novell password (what you type to login to campus computers).

Once you are logged in, you will be able to see the quarantined emails, by Clicking the Inbound Email link to the left side of the screen.



Click on the green check mark beside the email to release that email to your inbox.
Click on the red “X” beside the email to delete it permanently.
Click on the blue check mark with white background beside the email to release and trust the sender. Further emails from this address will automatically be sent to your inbox instead of being quarantined no matter what.
Click on the magnifying glass to inspect the questionable email.

Note: If you click the icon at the top or at the bottom of the quarantine list, it will apply that action to all emails on the page. Therefore, if you click the red “X” at the top of the list, all emails on that page will be deleted.

Once you have selected actions for emails on the page, click “Commit”.

Customizability

One of the chief requests we heard from people was for more customizability, and MessageScreen delivers that. Beyond the ability to control your own trusted senders list (as detailed above), the program also allows for you to control what gets quarantined in the first place.

TSC automatically sets default settings, but some users might feel that those rules are either too lenient or strict. To change your settings, once you log in to MessageScreen, you can click on “User Settings” and set the policy for different kinds of spam.

As well, you can manually add addresses and domains to either your trusted or blocked sender lists simply by clicking on either “Trusted Senders” or “Blocked Senders”, then clicking on “Add new address” and typing it in.

For more detailed MessageScreen instructions please see the MessageScreen (In-Depth) article found at <http://www.uwinnipeg.ca/index/tsc-groupwise> .