

Using MessageScreen (In-Depth)


The screenshot displays the MessageScreen web interface. At the top left is the MessageScreen logo, and at the top right is the IntelliReach logo. On the left side, there is a navigation menu with links: Help, Inbound Email (5), User Settings, Trusted Senders, Blocked Senders, IntelliClient Configuration, and Logout. The main content area is titled "Inbound Email" and includes a search bar with the text "Current Search Parameters: None". Below the title, there is a "LEGEND" box with icons for View, Forward, Release, Delete, and Release & Trust Sender. A "Commit" button is located below the legend. The main area contains a table of quarantine items. The table has columns: Actions, Sender, Subject, Date (GMT), Size, Score, and Reason. The table shows five rows of email entries, each with a set of action icons in the "Actions" column. At the bottom of the table, there is a "First Page" link, "Page number 1 of 1 pages of quarantine items", and a "Next Page" link.


Actions	Sender	Subject	Date (GMT)	Size	Score	Reason
	meesophagi@go.ro	An quadrille and recovery	Apr 03 08:27	13k	735	UCE/spam
	vmonica@filinet.com	He cancellate whom sheila	Apr 03 08:14	13k	705	UCE/spam
	aqqbarbudo@chiconet.com	An himself youngster	Apr 03 08:09	13k	470	UCE/spam
	zivlegend@kennyville.com	Or to casualty	Apr 03 08:01	13k	1025	UCE/spam
	ersprefab@ixbt.com	A whom ocean	Apr 03 07:57	13k	390	UCE/spam

MessageScreen is the University of Winnipeg's New Anti-Spam system. MessageScreen scans all email coming into our mail system. Any messages that are identified as SPAM or explicit by this service will be quarantined for 7 days before permanent deletion. Using MessageScreen, you can check your personal quarantine, manage your SPAM messages as per your own preferences.

Instructions:

1. 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.
2. Log in using your University standard email address (usually firstinitial.lastname@uwinnipeg.ca) and your Novell password ((what you type to login to campus computers).
3. Click the Inbound email link on the left. A list of quarantined messages (if any) will be displayed. There may be multiple pages. Clients may find it easier to scan for messages that are not SPAM and deal with those first before deleting the rest.
4. Managing SPAM. Please note that none of the actions will be performed for a page until you press the Commit button. You may reverse your decision for a message or messages at any time up until that point. Once the Commit button has been pressed, the decision is irreversible, and the message will be deleted or released. Messages deleted from MessageScreen are NOT RECOVERABLE!
 - a. Deleting individual SPAM Messages: Click the delete button to the left of the message. The message will now be displayed in red.
 - b. Deleting all SPAM messages displayed on current page: Click the delete button near the top or bottom of the page. All the messages will now display in red.
 - c. Releasing valid messages: If a message that is not SPAM has been quarantined, you will want to release it to your mailbox. Do so by



clicking the release button  to the left of the particular message. The message will no be displayed in **green**. Released messages will appear in your GroupWise mailbox after several minutes. NOTE: While there is a release icon at the top and bottom of the page, it is usually not advisable to release all, as this would fill your mailbox with SPAM.

- d. Releasing and Trusting: You may find that messages from particular addresses are being regularly mis-identified as SPAM. In this case, click the release and trust sender button  to the left of the message. The message will be displayed in **blue**. When you Commit these messages, a secondary window will appear. That will allow you to select to trust the

Add Trusted Senders

Sender Email Address	All Senders in Domain
<input type="radio"/> meesophagi@go.ro	<input type="radio"/> @go.ro <input checked="" type="radio"/> None
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

email address, or the entire email domain. Click OK to continue.

- e. Viewing Messages: Using the view button  will allow you to preview a message before deciding to trust or delete it. The message will appear in a separate window, and will be in a simple text from with no formatting. You will need to scroll down a bit to see the body of the message.
- f. Forwarding Messages: The forward button  can be used to forward a message to another recipient without releasing or deleting it from the quarantine.

Customizing MessageScreen

MessageScreen allows clients to modify its settings to meet their own needs. Clients can enable/disable the service, set filtering policy levels, and enable/disable quarantine summary emails.

1. Click the User Settings link on the left.
2. To enable SPAM filtering, click the Enable Filtering checkbox until a checkmark appears. To disable, click until the checkmark disappears.

General

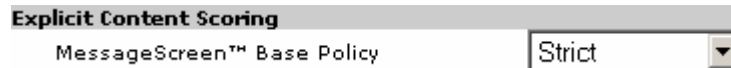
Enable Filtering ☒

3. UCE (Unsolicited Commercial Email) scoring is used to decide whether or not a message may be SPAM. The policy selected, will determine how strictly the SPAM detection rules will be applied. Clients can choose between None, Permissive, Moderate, and Strict, with Strict meaning the least amount of SPAM should arrive in your actual GroupWise mailbox instead of the quarantine. Clients who find this option is causing too much legitimate email to be quarantined may wish to use one of the other settings.

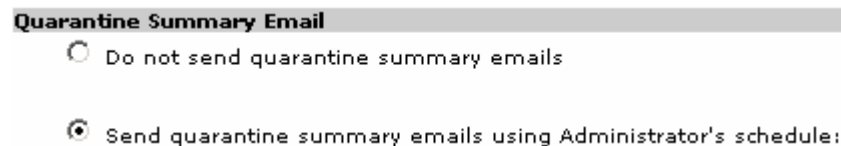
UCE Scoring

MessageScreen™ Base Policy Strict ▼

4. Explicit Content Scoring is used to decide whether or not a message may be contains pornographic material or foul language, etc. The policy selected, will determine how strictly the explicit detection rules will be applied. Clients can choose between None, Permissive, Moderate, and Strict, with Strict meaning the least amount of explicit material should arrive in your actual GroupWise mailbox instead of the quarantine. Clients who find this option is causing too much legitimate email to be quarantined may wish to use one of the other settings.



5. Quarantine Summary email: While checking the quarantine daily is the best way to stay ahead of SPAM, clients may find it useful to be sent a weekly summary of their quarantine via email. The message is sent every Sunday at midnight. To activate this service, click on the 'send quarantine summary emails....' option. To deactivate, click the 'do not send quarantine summary emails' option.



6. To save your selected settings on this screen, click the Save button. To abandon, click the Cancel Button.

Trust/Block Lists

You can add addresses to your trust or block lists manually in advance in order to avoid important information being lost, or prevent SPAM bombardment from a known address.

Trust your friends

1. Click the Trusted Senders link on the left.
2. Click Add New Sender.
3. Enter the full email address into the box provided and click the Save button.
NOTE: While it possible to enter an entire domain into this box (ie. @uwinnipeg.ca), this is not advised unless you are absolutely positive that you will not be receiving any SPAM from that domain.

Block unwanted sources

1. Click the Blocked Senders link on the left.
2. Click Add New Sender.
3. Enter the full email address into the box provided and click the Save button.
NOTE: While it possible to enter an entire domain into this box (ie. @hotmail.com), this is not advised unless you are absolutely positive that you will not be receiving any legitimate email from that domain.

Please note that spammers are using faked addresses. Creating a long blocked listing will adversely affect system performance.

Editing/Deleting entries

Entries that have already been entered on either list can be edited or deleted using the edit or delete links shown to the right of the entry in the list.