PureMessage Quarantine Portal.

Accessing the portal

To access the portal simply enter spam.nottingham.ac.uk into your browser address bar. When the page loads you will be presented with a login box as shown below.

From here enter your University username and password then click the **Login** button

View a blocked message

Once you have logging in to the portal you will be presented with the Blocked Messages screen as shown below. To view a blocked message follow the steps below.

1. On the Blocked Messages page, click the subject of the message you want to view.
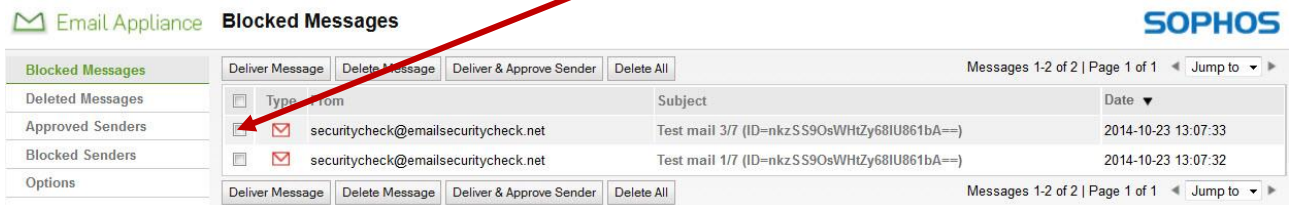   The message opens in a new browser window.

2. To close the message, close the browser window.
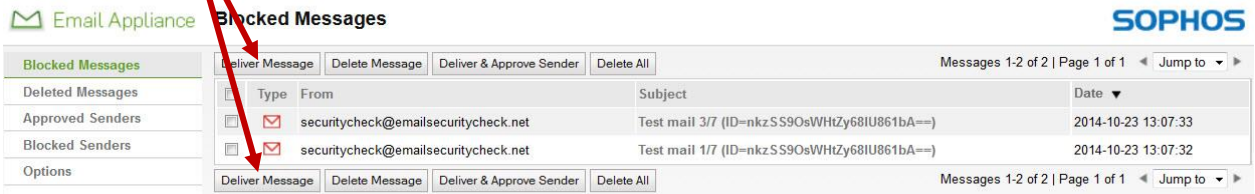
Release a blocked message

1. On the sidebar, click **Blocked Messages**.

2. On the Blocked Messages page, select the check box beside each message you want delivered to your mailbox.

3. Click **Deliver Message**. The selected messages are released and delivered to your mailbox.

Delete a Quarantined Message

1. On the sidebar, click **Blocked Messages**.

2. On the Blocked Messages page, select the check box beside each message you want to delete.

3. Click **Delete Message**. The selected messages are removed from the Blocked Messages page and sent to the Deleted Messages page.

Release and Approve a Sender

1. On the sidebar, click **Blocked Messages**. The Blocked Messages page is displayed.

2. On the Blocked Messages page, select the check box beside each message that you want to be delivered to your inbox.
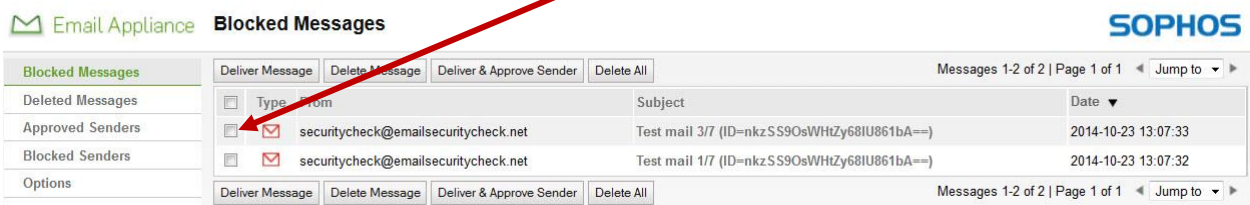
3. Click the **Deliver and Approve Sender** button. The Approved Senders page is displayed.

4. On the Approved Senders page, select if you want to only **Approve** the sender or to **Approve all email from** the sender's domain.

5. Click **Approve**. The selected messages are released and delivered to your inbox. The selected senders are added to your Approved Senders list.
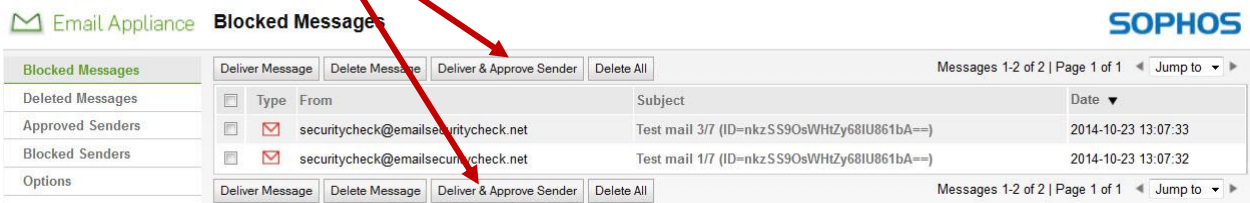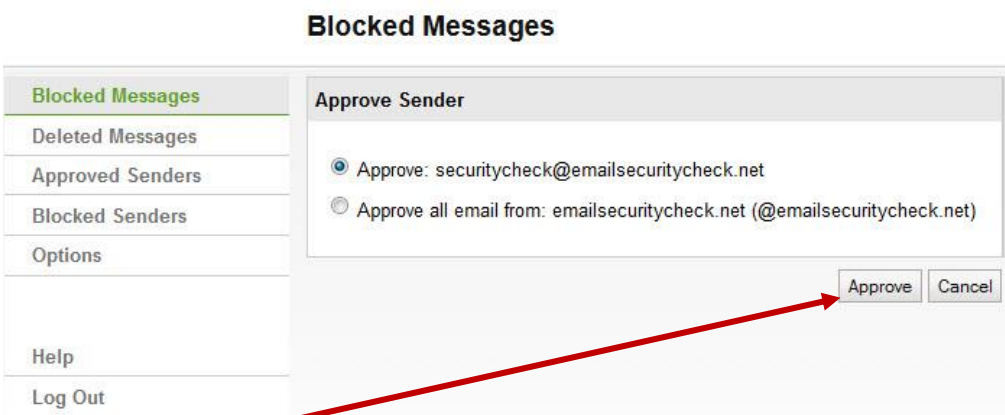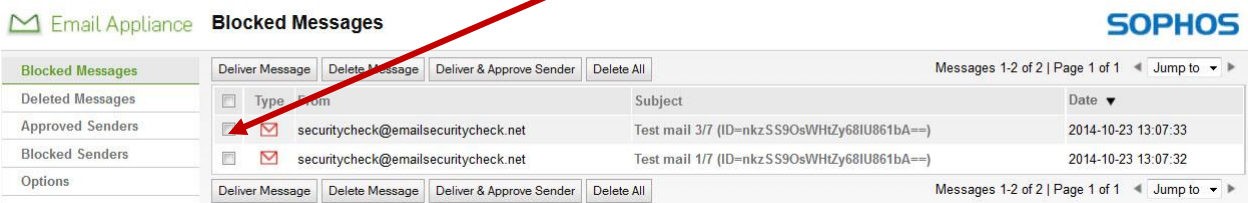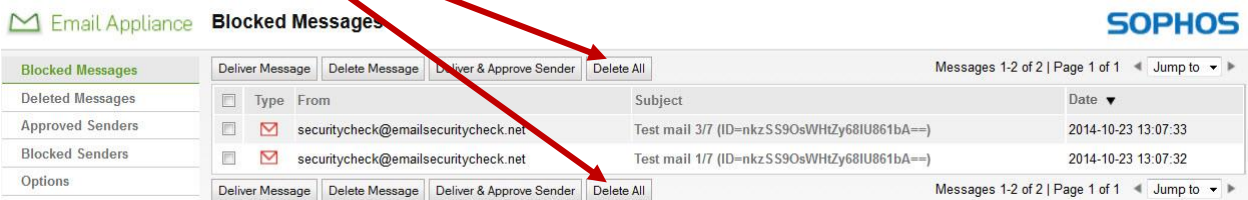
Delete all Quarantined Messages

1. On the sidebar, click **Blocked Messages**. The Blocked Messages page is displayed.

2. On the Blocked Messages page, select the check box to the left of the Type column heading. All of the check boxes are selected.
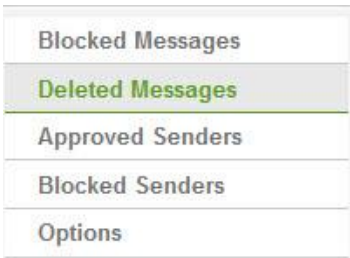

3. Click **Delete All**. All messages are removed from the Blocked Messages page and sent to the Deleted Messages page.
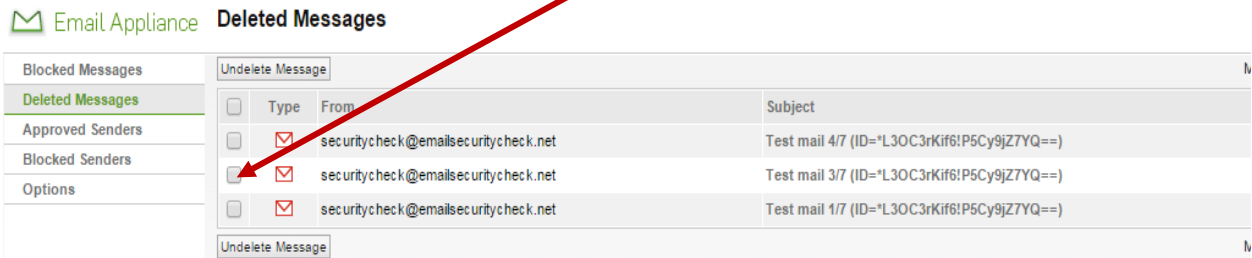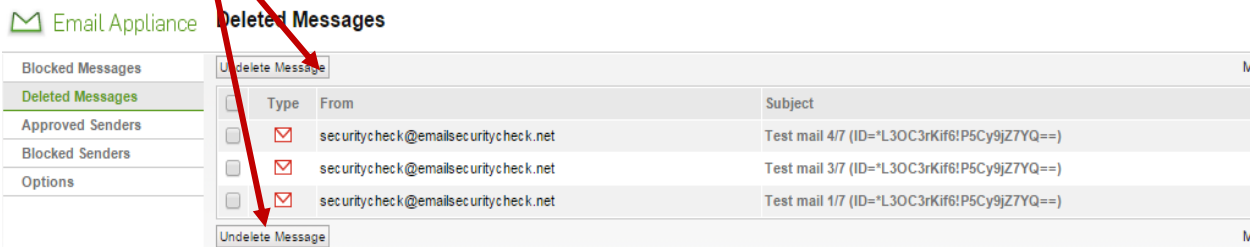
Retrieve a deleted message

1. On the sidebar, click **Deleted Messages**. The Deleted Messages page is displayed.

2. On the Deleted Messages page, select the check box beside each message that you want to retrieve.

3. Click **Undelete Message**. The selected messages are sent to the Blocked Messages page.
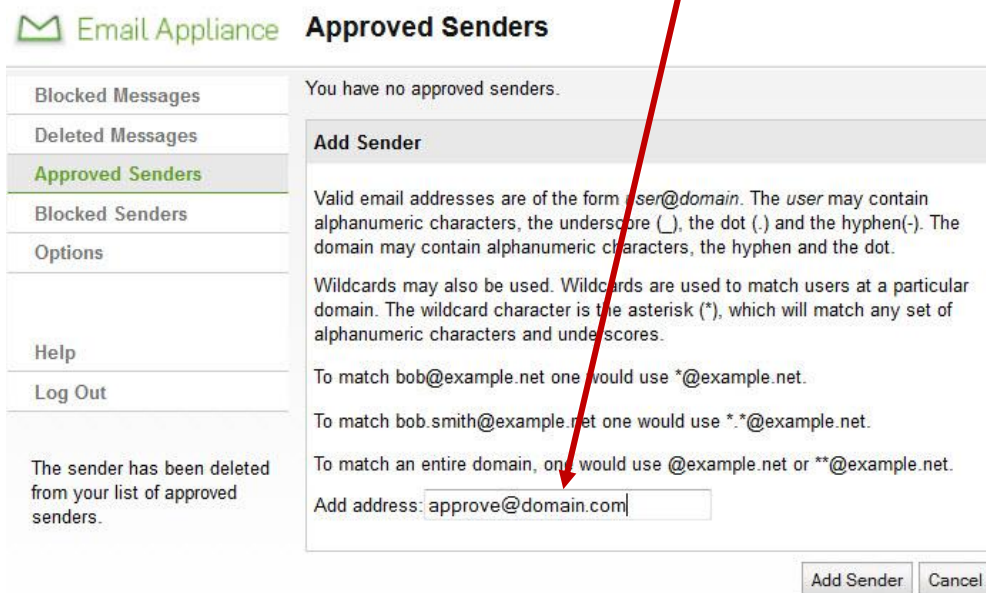
Approve Sender

The Approved Senders page lists email addresses that are known to be legitimate.

Add an Approved Sender

1. On the sidebar, click **Approved Senders**. The Approved Senders page is displayed.

2. On the Approved Senders page, in the **Add address** text box, enter the email address of the sender you wish to approve.

> **Note:** Valid email addresses must use the following format: user@host.domain
> (for example, name@example.com).

3. Click **Add Sender**. The Approved Senders List page is displayed with the approved sender added.
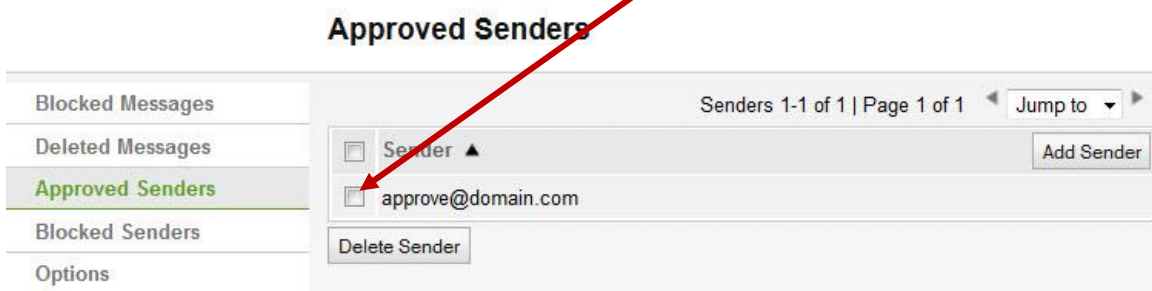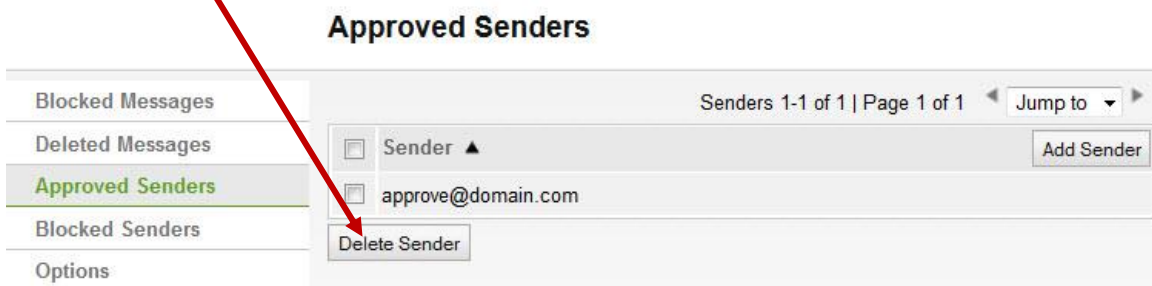
Delete an Approved Sender

1. On the sidebar, click **Approved Senders**. The Approved Senders page is displayed.

2. On the list of Approved Senders, select the check box beside each sender you want to remove from the list.

3. Click **Delete Sender**. The Approved Senders page is displayed with the selected senders removed.

Add a Blocked Sender

1. On the sidebar, click **Blocked Senders**. The Blocked Senders page is displayed.

2. On the Blocked Senders page, in the **Add address** text box, enter the email address of the sender you wish to block.

   Note: Valid email addresses must use the following format: user@host.domain (for example, name@example.com).

3. Click **Block Sender**. The Blocked Senders List page is displayed with the blocked sender added.
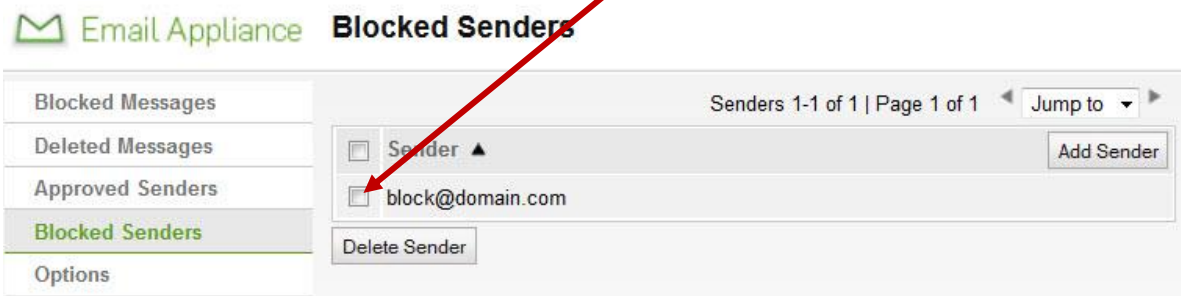
Delete a Blocked Sender

1. On the sidebar, click **Blocked Senders**. The Blocked Senders page is displayed.

2. On the list of Blocked Senders, select the check box beside each sender you want to remove from the list.

3. Click **Delete Sender**. The Blocked Senders page is displayed with the selected senders removed.