



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

Email Appliance

Enter your email address/login and password to log in.

Email/Login:

Password:

Login

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.

Email Appliance **Blocked Messages** SOPHOS

Deliver Message Delete Message Deliver & Approve Sender Delete All Messages 1-2 of 2 | Page 1 of 1 Jump to ▾

Type	From	Subject	Date
<input checked="" type="checkbox"/>	securitycheck@emailsecuritycheck.net	Test mail 3/7 (ID=nkz.SS90sWHzY68IU861bA==)	2014-10-23 13:07:33
<input checked="" type="checkbox"/>	securitycheck@emailsecuritycheck.net	Test mail 1/7 (ID=nkz.SS90sWHzY68IU861bA==)	2014-10-23 13:07:32

Deliver Message Delete Message Deliver & Approve Sender Delete All Messages 1-2 of 2 | Page 1 of 1 Jump to ▾

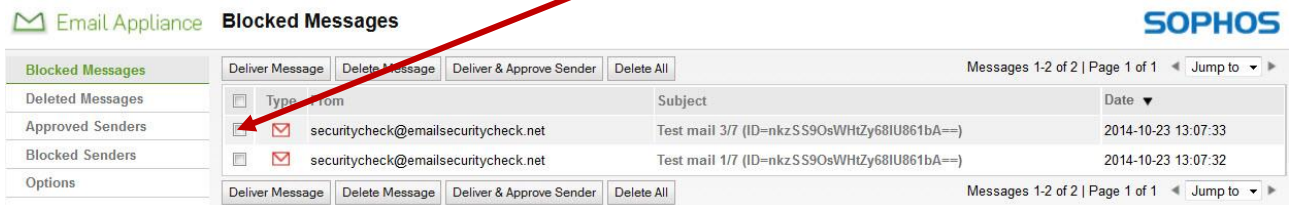
2. To close the message, close the browser window.

Release a blocked message

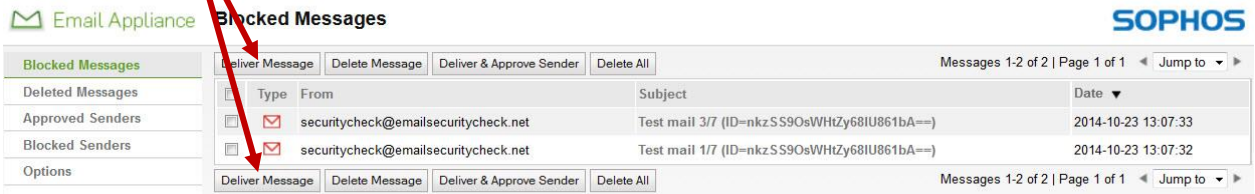
1. On the sidebar, click **Blocked Messages**.



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**.

Email Appliance

Blocked Messages
Deleted Messages
Approved Senders
Blocked Senders
Options

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

Email Appliance **Blocked Messages** SOPHOS

Blocked Messages	Deliver Message	Delete Message	Deliver & Approve Sender	Delete All	Messages 1-2 of 2 Page 1 of 1	Jump to
Deleted Messages	<input type="checkbox"/>	Type	From	Subject	Date	
Approved Senders	<input checked="" type="checkbox"/>		securitycheck@emailsecuritycheck.net	Test mail 3/7 (ID=nkz.SS9OsWHtZy68IU861bA==)	2014-10-23 13:07:33	
Blocked Senders	<input checked="" type="checkbox"/>		securitycheck@emailsecuritycheck.net	Test mail 1/7 (ID=nkz.SS9OsWHtZy68IU861bA==)	2014-10-23 13:07:32	
Options	Deliver Message	Delete Message	Deliver & Approve Sender	Delete All	Messages 1-2 of 2 Page 1 of 1	Jump to

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

Email Appliance **Blocked Messages** SOPHOS

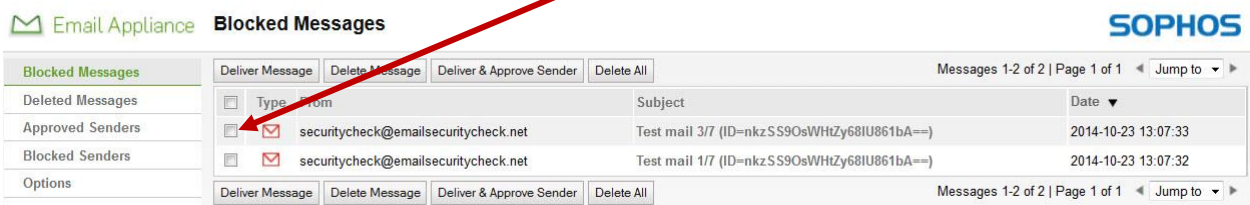
Blocked Messages	Deliver Message	Delete Message	Deliver & Approve Sender	Delete All	Messages 1-2 of 2 Page 1 of 1	Jump to
Deleted Messages	<input type="checkbox"/>	Type	From	Subject	Date	
Approved Senders	<input checked="" type="checkbox"/>		securitycheck@emailsecuritycheck.net	Test mail 3/7 (ID=nkz.SS9OsWHtZy68IU861bA==)	2014-10-23 13:07:33	
Blocked Senders	<input checked="" type="checkbox"/>		securitycheck@emailsecuritycheck.net	Test mail 1/7 (ID=nkz.SS9OsWHtZy68IU861bA==)	2014-10-23 13:07:32	
Options	Deliver Message	Delete Message	Deliver & Approve Sender	Delete All	Messages 1-2 of 2 Page 1 of 1	Jump to

Release and Approve a Sender

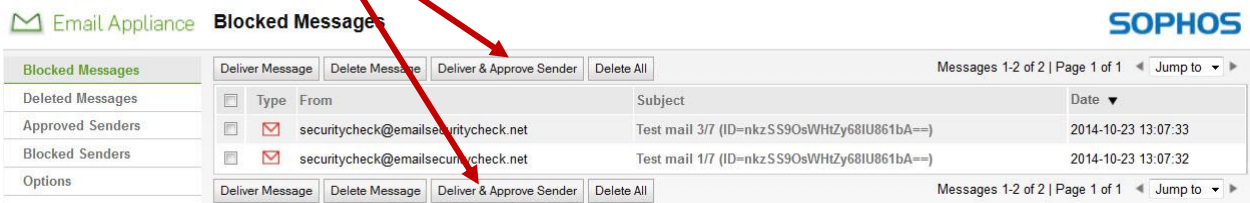
1. On the sidebar, click **Blocked Messages**. The Blocked Messages page is displayed.



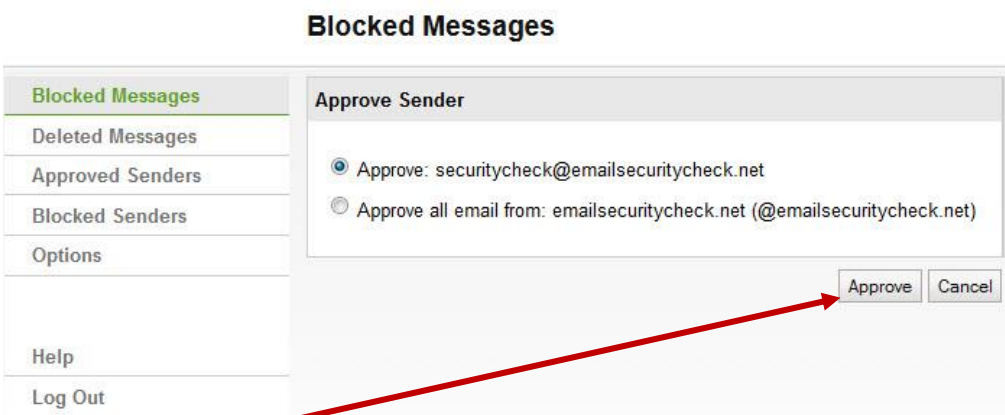
2. On the Blocked Messages page, select the check box beside each message that you want to be delivered to your inbox.



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.



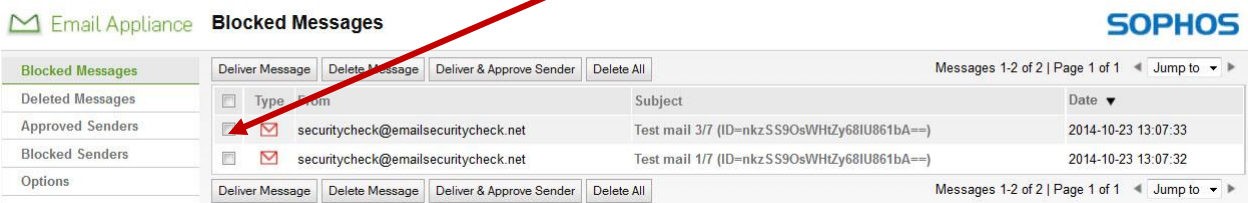
5. Click **Approve**. The selected messages are released and delivered to your inbox. The selected senders are added to your Approved Senders list.

Delete all Quarantined Messages

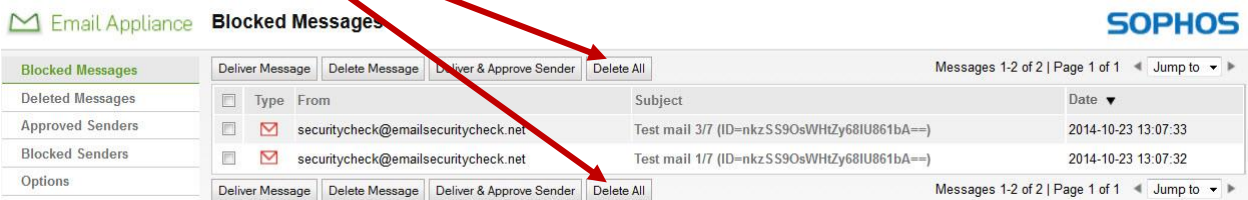
1. On the sidebar, click **Blocked Messages**. The Blocked Messages page is displayed.



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.

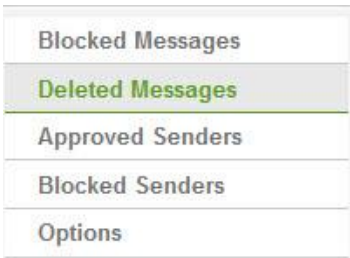


3. Click **Delete All**. All messages are removed from the Blocked Messages page and sent to the Deleted Messages page.

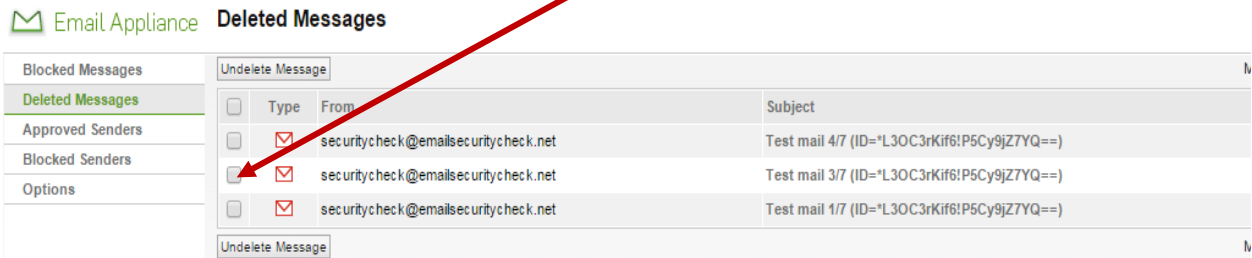


Retrieve a deleted message

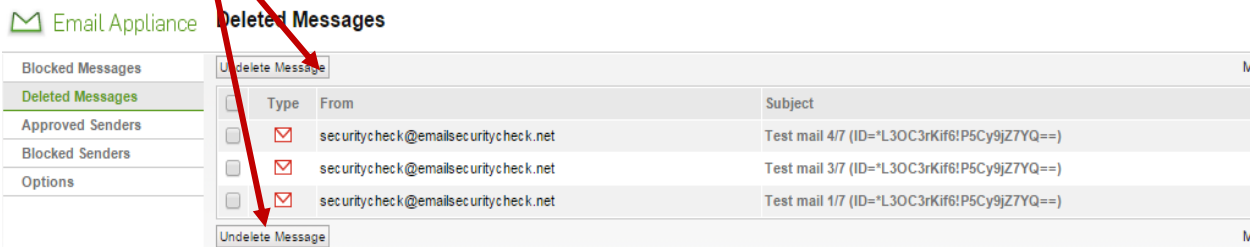
1. On the sidebar, click **Deleted Messages**. The Deleted Messages page is displayed.



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

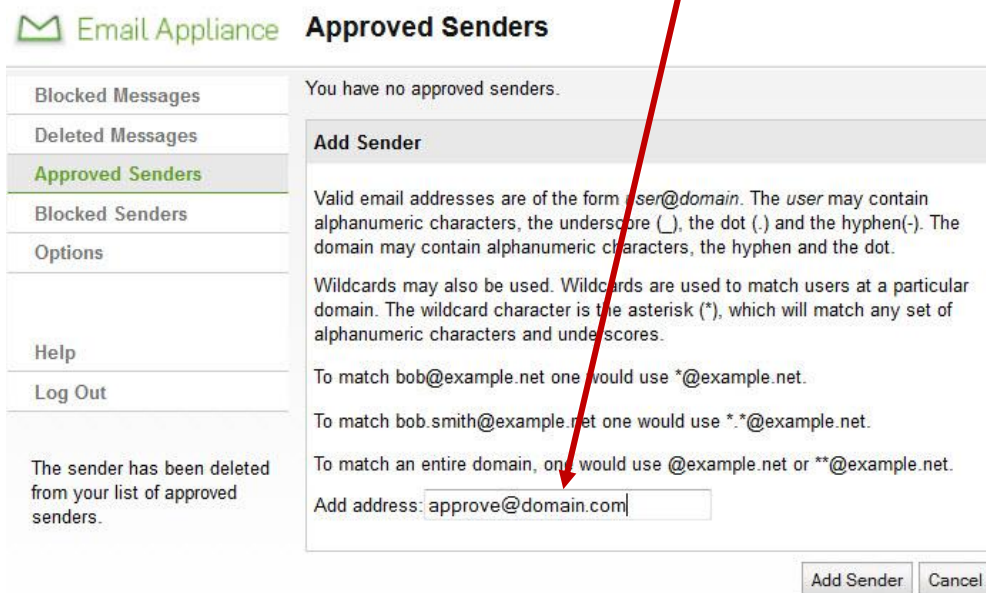
The Approved Senders page lists email addresses that are known to be legitimate.

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.

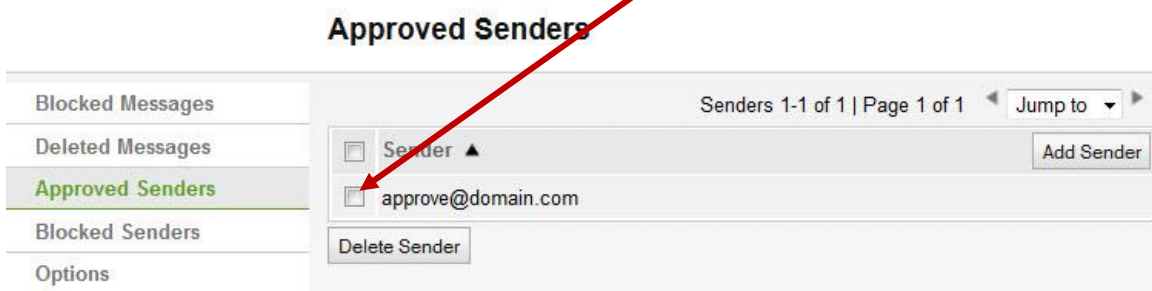


Delete an Approved Sender

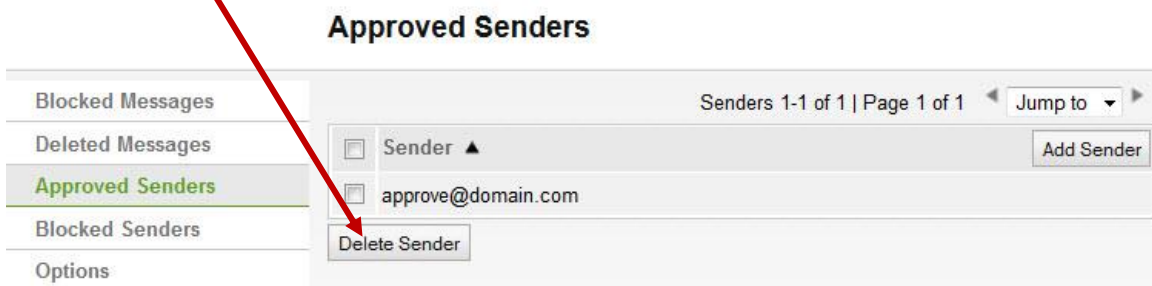
1. On the sidebar, click **Approved Senders**. The Approved Senders page is displayed.



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.



Blocked Messages
Deleted Messages
Approved Senders
Blocked Senders
Options

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



Blocked Messages	You have no blocked senders.
Deleted Messages	Add Sender
Approved Senders	Valid email addresses are of the form <i>user@domain</i> . The <i>user</i> may contain alphanumeric characters, the underscore (_), the dot (.) and the hyphen (-). The domain may contain alphanumeric characters, the hyphen and the dot.
Blocked Senders	Wildcards may also be used. Wildcards are used to match users at a particular domain. The wildcard character is the asterisk (*), which will match any set of alphanumeric characters and underscores.
Options	To match bob@example.net one would use *@example.net.
Help	To match bob.smith@example.net one would use *.smith@example.net.
Log Out	To match an entire domain, one would use @example.net or **@example.net.
	Add address: block@domain.com <input type="text"/>
	<input type="button" value="Add Sender"/> <input type="button" value="Cancel"/>

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.



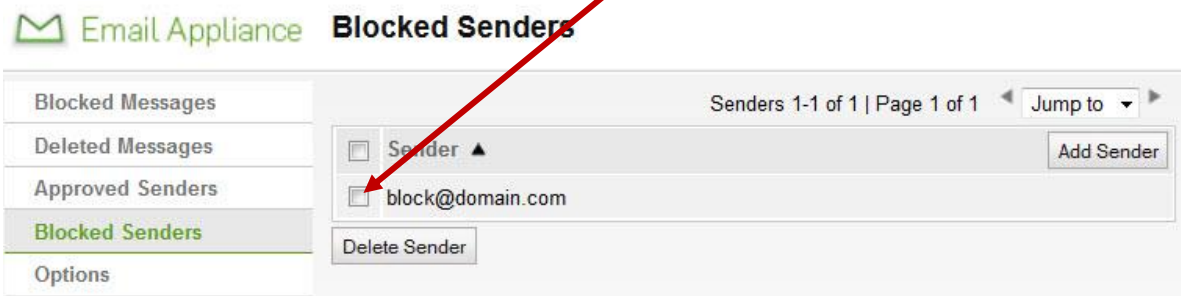
Blocked Messages	Senders 1-1 of 1 Page 1 of 1	Jump to
Deleted Messages	<input type="checkbox"/> Sender ▲	<input type="button" value="Add Sender"/>
Approved Senders	<input type="checkbox"/> block@domain.com	
Blocked Senders	<input type="button" value="Delete Sender"/>	
Options		

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.

