

Quick Start Guide

# Contents

Introduction	2
Login Page	3
Dashboard	4
Spam Quarantine	5
Spam Quarantine - Preview	6
Spam Quarantine - Release	7
Periodic Mail Report (Junk Mail Digest)	8
Sender Whitelist	
Sender Blacklist	

Mail Assure login will be accessible at <u>https://spam.russdaviswholesale.com</u> your email will be your username. The first time you go to the page you will click on the Retrieve log in link

	Your Partner in ti	re Produce diste GCRACY FHESHIN	
Username / domain / email:	sbreslin@rus	sdaviswholesale.com	
Password:	•••••		
	✓ Submit	Retrieve log-in link	
2019 Russ Davis Wholesa	le		🗰 English <del>-</del>

# Retrieve log in link page

Your Partner in the Produce Hisle	
Username / domain / email:	
Submit Return to	the login form
©2019 Russ Davis Wholesale	📰 English <del>-</del>

Enter your email and click submit. This will send a password reset email. You might have to check in your junk folder for it.

#### DashBoard

Upon Logging in, you will be presented with the DashBoard.



The options available are

- (1) Train as spam
- (2) Train as not spam
- (3) User Profile
- (4) Spam Quarantine
- (5) Periodic User Report
- (6) Sender Whitelist

(7) Sender Blacklist

From the dashboard, you may access any of the above 7 options either on the left column or from the icons in the main body of the dashboard.

#### **Spam Quarantine**

In the SPAM Quarantine option, all the incoming messages to your email address that were quarantined by Mail Assure will be displayed.

Logged in as: sbreslin@russdavisv	russdaviswholesale.com   Email User									
fact Patters in the Produce Able	Protect size Pedary Adv         Adv         Log Search (sbreslin@russdaviswholesale.com)           All connections that are handled by the filter (other than when the filter is disabled, and those handled by denial of service protection) result in a log entry that records meta-data about the message, its classification, and what happened to it. This information is key for a period of the domain level, and is then purged. There is a short delay, typically well under 10 minutes, before log entries are available here.           showad         For now, the deprecated quarantine page may still be used.									
General	▲ Exort entries as CSV									
Train spam										
Train not spam	Email this search									
Reporting	Query Rules									
Email Scout Reports - incoming										
Protection report	Status	▼ is one of ▼	Quarantined ×			×				
> Protection	Quick select. Accepted (), Not accepte	0								
Sender whitelist - incoming	+ New rule					X Reset rules				
Sender blacklist - incoming	Group results by:				Columns to be displayed:	0				
Spam quarantine	Choose column	<b>*</b>			Customise	Q Show Results				
> My Settings	Page 1 of 1. Total items : 3. Items p	er page: 50 O								
User's profile										
	Timestamp 🗸	From \$		To \$	Subject \$					
	2019-02-11 09:48	"Metropolis Resort & Conference Center" <metropolis@metropolisreso< th=""><th>rt.com&gt;</th><th>sbreslin@russdaviswholesale.com</th><th>Last Chance to Save 25% on Spring Break!</th><th></th></metropolis@metropolisreso<>	rt.com>	sbreslin@russdaviswholesale.com	Last Chance to Save 25% on Spring Break!					
	2019-02-11 09:32	Alchemy <alchemy@alchemysystems.com></alchemy@alchemysystems.com>		sbreslin@russdaviswholesale.com	m Webinar: How to Prevent the Top 5 Audit Non-Conformances					
	2019-02-11 08:15	scan@russdaviswholesale.com		sbreslin@russdaviswholesale.com	Message from KM_C654e					

On this page you can:

- (1) Search for a quarantined message Using the Search fields at the top of the page.
- (2) Preview quarantined message content By clicking on the message link in the Subject column.
- (3) Empty spam quarantine Click on the Empty spam quarantine button at the top right of the page.
- (4) Release quarantined messages Allow messages to be delivered to the recipient.
- (5) Remove/delete messages

## Spam Quarantine - Preview

To Preview an individual email in the SPAM quarantine, click on the message link in the Subject column.

Logged in as: sbreslin@russdavis	wholesale.com Email User				🖼 English + 🕞
		Mail Preview		ж	
Jour Perident in the Photone Ande	Log Search (sbre All connections that are hand	Normal Plain Raw	J Release and train from quarantine	More actions +	data about the message, its classification, and what happened to it. This
A Dashboard	Information is kept for a period	from metropolis@metropolisresort.com to: sbreslin@russdaviswholesale.com	date: 2019-	02-11 09:47	lable here
@. General	▲ Export entries as CSV	Last enance to bare 15% on opining break		- 1	
Train spam Train not spam	Email this search	Metropolis Resort & Conference Center 25% off dates in March and Aprill	877.713.8009   View On	line	
	Our Dulas				
	Query Rules	This sale is HOT HOT!			
Protection report	Status	Save 25% on your Spring Break Geta	away		×
	Quick select. Accepted <b>O</b> , rvot accept	Offer good on Best Available Rate, F	amily Vacation Package AND Hoppin	' Vacation Pac	
	+ New rule	K		*	× Reset rules
	Group results by			(	Columns to be displayed: 0
	Choose column			Close	Customise    Q Show Results
> My Settings	Page 1 of 1. Total items : 3. items ;	er page 50 O			
	Timestamp +	From \$	To \$		Subject \$
	2019-02-11 09 48	"Metropolis Resort & Conference Center" <metropolis@metropolisresort.com></metropolis@metropolisresort.com>	sbresiini@russdaviswh	iolesale.com	Last Chance to Save 25% on Spring Break!
	2019-02-11 09:32	Alchemy <alchemy@alchemysystems.com></alchemy@alchemysystems.com>	sbreslin@russdaviswh	olesale com	Webinar: How to Prevent the Top 5 Audit Non-Conformances

In the Mail Preview Page, you have the option to view the SPAM email safely in Normal or Raw output. There is also an option to view it in Plain (text) or HTML.

## Spam Quarantine - Release

To release an email from the SPAM Quarantine, Click on the dropdown to the left of the message and select Release.

Logged in as: sbreslin@russdavisw	nolesale.com Email User				🗮 English 👻 🕞			
Jour Patret is the Packace Aside	Log Search (sbreslin All connections that are handled b information is kept for a period of t For now, the deprecated quarantin	Cussdaviswholesale.com) the filter (other than when the filter is disabled, and those handled by denial of service protect me controllable and the domain level, and is then purged. There is a short delay, typically well use page may still be used.	ction) resuit in a log entry that records meta- inder 10 minutes, before log entries are avai	data about the message, its classification, lable here.	and what happened to it. This			
Seneral	LEXPORT ENTRIES AS CSV							
Train spam Train not spam	Email this search							
Reporting								
Email Scout Reports - incoming	Remove from quarantine							
Protection report	Release from quarantine visione of vice quarantine visione of vice quarantine							
> Protection	Download quarantined message							
Sender whitelist - incoming	Sender callout				× Reset rules			
Sender blacklist - incoming	Recipient callout			Columns to be dis	played: 🚯			
Spam quarantine	Blacklist sender	•		Customise	Q Show Results			
> My Settings	Delivery history P Compose Reply	ge: 50 O						
User's profile	View email							
	Export as .CSV	rom \$	To ¢	Subject \$				
	2019-02-11 09:48	Metropolis Resort & Conference Center* <metropolis@metropolisresort.com></metropolis@metropolisresort.com>	sbreslin@russdaviswholesale.com	Last Chance to Save 25% on Spring Br	eak!			
	2019-02-11 09:32	Alchemy <alchemy@alchemysystems.com></alchemy@alchemysystems.com>	sbreslin@russdaviswholesale.com	Webinar: How to Prevent the Top 5 Aud	t Non-Conformances			
	2019-02-11 08:15	scan@russdaviswholesale.com	sbreslin@russdaviswholesale.com	Message from KM_C654e				

NOTE: There is also the option to Release and Train. This option allows the messages to be delivered and train Mail Assure to recognize future messages from this sender as not spam.

### Sender Whitelist

Here is where you can whitelist sender email addresses.

Logged in as sbreslin@russdavis	wholesale.com Email User		🖼 English 👻 🕞
		Add whitelist sender ×	
Quel Palatet is the Padace which	Sender Whitelist (sbreslin@crus If you wish to receive mail from a particular sender reg • You have the option to check only the "erwetope" • To whilest an active top level originani, use "" as a	Sender Flag Apply to Envelope Sender Apply to From Address Apply to both Address *	hat the sender will vently their address and will only ever send legitimate safe content ple contr).
General	+ Add abilitiest conder		
Train spam			
Train not spam	Ouepr Pules	Cancel Save	
Reporting	Query Rules		
Email Scout Reports - incoming	Address	▼ contans ▼	8
Protection report	+ New rule		× Reset rules
> Protection	Group results by		Columns to be displayed. 0
Sender whitelist - incoming	Choose column ~		Customise
Sender blacklist - incoming			
Spam quarantine			
> My Settings			
User's profile			

To view all whitelisted email addresses, click on the Show Results button.

Alternativiely, you may search for specific whitelisted addresses by using the Query Rules. For example, set Query Rules to Address contains gmail.com. The result will display all whitelisted email addresses from gmail.com

You may also Edit or Remove individual entries by selecting the dropdown menu beside each whitelisted address.

Set the Sender Flag to Apply to Both. Enter the email address in the Address field and click Save.

### Sender Blacklist

Here is where you can blacklist sender email addresses.

Logged in as sbreslin@russdavisi	wholesale.com Email User		🖼 English - 💽
		Add blacklist sender ×	
Qual Relation in the Paralace which	Sender Blacklist (sbreslin@rus It you never with to receive mail from a particular sent • You have the option to check only the "envelope" in equaration. • To blacklist all addresses at a domain, add the option • To blacklist and addresses at a domain, add the option	Sender Flag Apply to Envelope Sender Apply to From: Address Apply to both Address *	n httper" sender will be rejected prior to the message content being received, so will not be available in pie com").
@ General			
Train spam	+ Add blacklist sender 2 import senders from CSV		
Train not spam		Cancer	
Reporting	Query Rules		
Email Scout Reports - incoming	Address	▼ contains ▼	×
Protection report			
> Protection	+ New rule		¥ Reset rules
Sender whitelist - incoming	Group results by:		Columns to be displayed 0
Sender blacklist - incoming	Choose column		Customise
Spam quarantine			
> My Settings			
User's profile			

To view all blacklisted email addresses, click on the Show Results button.

Alternatively, you may search for specific blacklisted addresses by using the Query Rules. For example, set Query Rules to Address contains gmail.com. The result will display all blacklisted email addresses from gmail.com

You may also Edit or Remove individual entries by selecting the dropdown menu beside each blacklisted address.

Set the Sender Flag to Apply to Both. Enter the email address in the Address field and click Save.

🛱 <b>5</b> :			Junk Email - SBres	lin@russdaviswholesale.com - Outloo	k				ηł.		0	- 10	o ×
File Home Send / Receive	Folder View Help Q Tell me what you												
New New Email Items New Vew Email Items New Delete	Reply Reply Forward More - All	IT Info G To Manager Team Email J Done Reply & Delete Y Create New Quick Steps	Wove Rules OneNote	Assign Unread/ Categorize Follow Policy * Read * Up * Tags	<ul> <li>New Group</li> <li>Browse Groups</li> <li>Groups</li> </ul>	Search People	A <sup>()</sup> Read Aloud Speech	Get Add-ins Add-ins	Customer Manager				~
✓ Favorites	Search Junk Email	Current Folder + P Ranky P F	anh: All P Forward										
Inbox 9076	kala Farail B.	Creepiy Cre	Mon 2/11/2019 2:10 PM										
Sent Items	A Mashadaa	Cale	CDW < Email@info	dw.com>									
Drafts [111]	= Testeroay		CDVV <erricin@rino.c< th=""><th>de Date Belvers in the Bin Date</th><th>Fre</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></erricin@rino.c<>	de Date Belvers in the Bin Date	Fre								
Deleted Items 8057	CDW Q8/4: What It Takes to Tackle Data Privac Mo Innovation and IT go hand in hand.	n 2:10 PM To Sean Bresh	Qea: what it takes to tack	te Data Privacy in the Big Data	i Era								
4 CBradia @masdauigubologal	Ва Сору	Retention Policy	Junk Email (30 days) I expire in 29 dayr. To keep this item I	onner apply a different Retention Policy		Expires	3/13/2019						
4 Jahan 2076	🗳 Quick Print	Links and ot	her functionality have been disabled	in this message. To turn on that function	ality, move this messa	ige to the inbox.							
Conference lines	Eeply	We converte	d this message into plain text format.										^
Contenence lines	🕞 Reply All												-
it at leastings	🖂 For <u>w</u> ard	Innovation a	nd IT go hand in hand. < <u>http://a</u>	pp.info.cdw.com/e/er?	htd-1bdfc0-cE0c7	Tidooo dhE DE Dodfo	Efe008 ala	-21-2775	727024620	01-010-1710558244	alaaid-20928 ala	at-15	
IT lefe	Mark as Upread	View in a Br	wser <http: s581247469.t.en2<="" th=""><th>15.com/e/es?s=581247469&amp;e=468</th><th>54&amp;elgTrackid=a59</th><th>967f5cc6a3480480</th><th>d0fa28ff2</th><th>-3183770 bd740&amp;elc</th><th>=31a377b</th><th>737924b30bc9f0af7</th><th>106582dc&amp;elgaid</th><th>=3982&amp;elgat=</th><th>1&gt;</th></http:>	15.com/e/es?s=581247469&e=468	54&elgTrackid=a59	967f5cc6a3480480	d0fa28ff2	-3183770 bd740&elc	=31a377b	737924b30bc9f0af7	106582dc&elgaid	=3982&elgat=	1>
IT level 1	Categorize >	February 11	2019										-
limmy	► Follow Up	< <u>http://app</u>	info.cdw.com/e/er?										
Madre Anti-Spam	Assign Policy >	s=58124746	9&lid=15584&cm_cat=3982≺ 03.en25.com/Elequalmagor/clit	lid=CCCDW000007208380&elqTra	kid=12d961cb54f6	54401831713899cd	8943f&elq	=31a377b	737924b30	0bc9f0af7106582dc8	kelgaid=3982&elg	<u>at=1</u> >	
office 365.1	Eind Related >	s=58124746	9&lid=15603&cm cat=3982≺	iid=CCCDW000007208380&elqTra	kid=765cce5ff6ab4	4149b3ed1484a6a	785b9⪙	q=31a377t	737924b3	30bc9f0af7106582dc	&elgaid=3982⪙	qat=1>	
share	Quick Steps	<http: app<="" th=""><th>.info.cdw.com/e/er?</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></http:>	.info.cdw.com/e/er?										
phone	Rules >	s=58124746	9&lid=15584&cm_cat=3982≺	iid=CCCDW000007208380&elqTra	kid=ab36a51da3b7	74a358df802a375	d876f8⪙	q=31a377	b737924b3	30bc9f0af7106582dd	&elgaid=3982⪙	lqat=1>	
retire lanton wants 2	Move +	< <u>nttp://app</u> s=58124746	<u>.into.cdw.com/e/err</u> 9&lid=15603&cm_cat=3982&nr	iid=CCCDW000007208380&eloTra	kid=d17f3d19da9o	4925b41712b95c	17e250&e	la=31a377	h737924h	30bc9f0af7106582d	&elgaid=3982&e	inat=1>	
retire taptop wants 3		<http: app<="" th=""><th>.info.cdw.com/e/er?</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></http:>	.info.cdw.com/e/er?										
Superimportant	Q. Issas	s=58124746	9&lid=19379&cm cat=3982≺	lid=CCCDW000007208380&elqTra	kld=9c064bd0d9fe	4f99ad48baeefe6	557fd&elq	=31a377b	737924b30	Obc9f0af7106582dc8	kelqaid=3982&elc	at=1>	
Deafte (111)	tix Ignore	<https: im<="" th=""><th>g03.en25.com/Eloqualmages/cli</th><th>ents/CDW/%7Be299b17a-9467-43</th><th>3d-acba-83ac16b35</th><th>5465%7D cdw tit</th><th>le top sto</th><th>vry.png&gt;</th><th></th><th></th><th></th><th></th><th></th></https:>	g03.en25.com/Eloqualmages/cli	ents/CDW/%7Be299b17a-9467-43	3d-acba-83ac16b35	5465%7D cdw tit	le top sto	vry.png>					
Sent Items	No punk	Block Sender	n cat=3982≺	id=CCCDW000007208380&eloTra	kid=2be026d3c5cc	4b5fb2b1f463415	db571⪙	g=31a377	737924b3	30bc9f0af7106582dc	&elgaid=3982⪙	oat=1>	
Deleted items 8057	Archive	Never Block Sender	us, professor an	d cybersecurity veteran Christian I	spinosa speaks abo	out the data securi	ty landsca	pe and wh	at the futu	ure might hold.			
Archive	E. Brenive	Never Block Sender's Domain (@e	xample.com)	2									
Comparation History		Never Block this Group or Mailing	List <u>n cat=3982≺</u>	iid=CCCDW000007208380&elqTra	kid=bc2cf65fd2e94	44ea80092f15f7eb	db4b&elq	=31a377b	737924b30	0bc9f0af7106582dc8	elqaid=3982&elc	<u>tat=1</u> >	
lunk Email [1]		Not Junk	/er?	enis/cow//6/66020/388-261/-40	00-0100-00100.048:	SCOSNID COW (III	е кеер п	zaunig.prij	r				
Outher		Junk E-mail Options	n cat=3982≺	iid=CCCDW000007208380&elqTra	kld=ba4d656420b6	64753ab242b2fbe	10c963&e	lq=31a377	b737924b	30bc9f0af7106582d	&elqaid=3982&e	lqat=1> HARD	WARE
PSE Fandr		<http: app.<="" td=""><td>info.cdw.com/e/er?</td><td></td><td></td><th></th><td></td><td></td><td></td><td></td><td></td><td></td><td></td></http:>	info.cdw.com/e/er?										
h Saarsh Falder		S=58124746	9&lid=16195&cm_cat=3982≺ rive Retail Business Transformat	iid=CCCDW000007208380&elqTra ion in	kid=dcb61dde83de	e41et9a5c32956a	56d248&e	lq=31a377	b737924b3	30bc9f0at7106582d	:&elqaid=3982&e	lqat=1>	
v search rolders		s=58124746	9&lid=19378&cm cat=3982≺	id=CCCDW000007208380&elqTra	kid=93d734cf6303	4a25bc1e73ff161	c7f4a&elq	=31a377b7	737924b30	0bc9f0af7106582dc8	elgaid=3982&elg	at=1>	
For Groups		<http: app<="" th=""><th>.info.cdw.com/e/er?</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></http:>	.info.cdw.com/e/er?										
		s=58124746	9&lid=19377&cm cat=3982≺	iid=CCCDW000007208380&elqTra	kld=0ea97496aa62	24ec187ec1319db	fd491a⪙	q=31a377	b737924b3	30bc9f0af7106582dd	&elqaid=3982&e	lqat=1> MANA	AGEMENT
		< <u>nttp://app.</u> s=58124746	<u>mro.cow.com/e/err</u> 9&lid=17577&cm_cat=3982&nr	iid=CCCDW000007208380&eleTra	kid=6ad43f01a59f/	40718b4db804904	2e5b1⪙	g=31a377	b737924h3	30bc9f0af7106582d	&elgaid=3987&e	loat=1>	
		NRF 2019: 3	Takeaways from Retail's 'Big '	<http: app.info.cdw.com="" e="" er?<="" td=""><td>000101010100</td><th></th><td></td><td></td><td></td><td>2223100172003020</td><td></td><td></td><td></td></http:>	000101010100					2223100172003020			
🞽 📖 🕹 🖄 ····		s=58124746	9&lid=19377&cm_cat=3982≺	iid=CCCDW000007208380&elqTra	kld=501392ffb1834	47f9bbee3de9c41	b1937⪙	q=31a377b	737924b3	80bc9f0af7106582dc	&elqaid=3982⪙	qat=1>	w
Items: 1					Upd	dating Deleted Items.	This folder	is up to dat	e. Conne	cted to: Microsoft Excha	inge 🔲 📴		+ 100%
E O Type here to search	4 i 😑 🔚	💼 🛃 🧠 🗷	🔳 🙆 🖬 🤞							3	я <sup>р</sup> ^ @	s <del>a</del> 4× 5: 2/	48 AM 12/2019 🚯

We still have the Office 365 free spam filter which still might catch some of the spam. For the next couple of weeks watch your junk folder. If you get a good email in the junk folder highlight the email, right click and then click Never block sender's domain. Do not do this on real spam or emails you think are spam.

That will negate the purpose of the spam filter.

We know this seems like a lot of work, but we have stopped 189,980 spam emails. These are the ones that don't go to quarantine because they are known spam since Sunday at 10:30.

If you have questions please email <u>Helpme@russdaviswholesale.com</u>.

Thank you The RDW IT Department