Logon to MySpam

MySpam blocks suspected spam before it reaches your Inbox.

You can view the email that has been blocked and retrieve messages if necessary. "Junk" mail is held in your MySpam junk box for 7 days. To view your junk mail, go to: http://myspam.mdc.edu

Enter your User Name and password. *

* use the same user name and password that you use to logon to your computer at MDC.

Below is the Junk Box window. From this window you can view messages and unjunk (return them to your regular Outlook mailbox) them if necessary.

You can sort by From, Threat, Category, Subject and Date/Time Received by clicking on the individual column headings. You can also use the Search feature to locate specific mail.
“Unjunking” Messages

Sometimes legitimate messages are blocked from your Inbox and end up in your MySpam Junk Box. You can “unjunk” messages and send them back to your email Inbox.

Select the message or messages you want to Unjunk by clicking the check box to the left of the message then click the Unjunk button. This will send the email back to your Outlook.

Getting Summaries by Email. (Best way to monitor your Spam)

You can also receive periodic Junk Box Summaries by email that can be quickly scanned for legitimate mail. You will be able to unjunk legitimate email directly from the email.

To Set up Summaries
Log on to http://myspam.mdc.edu

1. From the main screen, choose Settings/Junk Box Summary
2. From the Junk Box Summary screen, choose Frequency.
3. Summaries will arrive by email.

From the email Summary screen, you can unjunk or view mail.
Customizing Anti-Spam Techniques

In addition to Unjunking individual messages, that are caught by the MDC default settings, you can also change your own Anti-Spam Techniques and either Allow or Block messages from individual senders or companies.

To make these changes:

Click the Anti-spam, Anti-Phishing icon from the Main Screen

Allowed or Blocked

People
Use this to add senders to your Allowed and Blocked lists. Some Email addresses are added automatically through a variety of methods. * You can add and remove email addresses manually by clicking the Add and Delete buttons.

*unjunking a message will automatically add the sender to your Allowed listed

Companies
Use this to add or delete companies, domains, and address sources for companies to your personal Allowed and Blocked lists. If an address is grayed out, you cannot add or delete it.

Mailing Lists can be allowed or blocked by following the same procedures under Lists.

For more information on using these Customizing features, see Help

Getting Help and more Information

The SonicWall Spam filter software provides more information on some of the other features and extensive reporting available through content-sensitive Help. (located on the top right of the main screen)

Selecting a feature on the left navigation bar and clicking the Help icon will bring up help specifically on that feature.