

The SPAM MAIL SUMMARY

You can forward messages to yourself from senders that have been classified as spam by using the **Spam Mail Summary** that you receive each morning in your Inbox.

1. Locate the email under the heading **Spam messages received:**
2. Click **Deliver Once** (if you are unsure whether it is legitimate or not) or
3. **Always Allow** (if you know for sure it is not spam). It will then be delivered to your Inbox.

The email under the heading **Good messages received** are messages that have already been delivered to your Inbox.

If you no longer want to receive messages from a specific sender, click on **Always Block**.

If you don't see a specific email in your Inbox that is listed on your Spam Mail Summary as good (or one that you have forwarded to yourself from the spam list), check your **Junk Mail folder**.

If it is there, highlight it and click on the button **Not Junk** located on your toolbar.

A message stating that the email will be moved to your Inbox and asking if you want to always trust the sender will appear
Click OK

You can go to the link **To view CURRENT messages held as spam [click here](#)** at the top of the Spam Mail Summary to get spam messages as current as a few minutes old. The Spam Mail Only Report has two options with check boxes. The first available action is Not Spam. This action will white list the sender so that their mail will always come through. The second action is Forward Only. This action will forward that particular email. After doing this, check the Execute Checked Actions button and this will send the message to your email inbox.

* Email classified as spam is only retained for *seven days*. Any email classified as spam that is not forwarded to you in that time period will be inaccessible and will have to be sent again by the original sender.