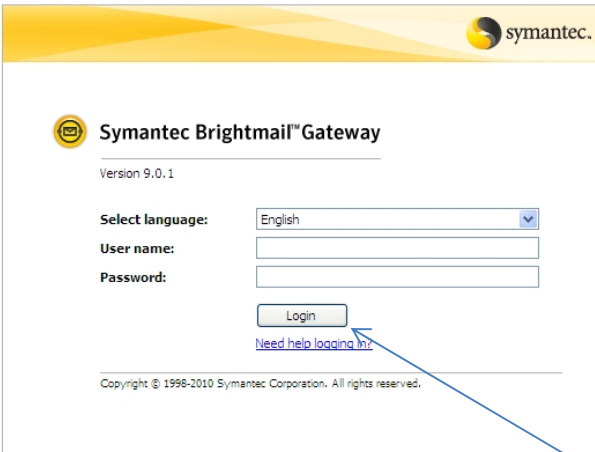


To manage your spam e-mail, you must log into the spam filter. You do receive weekly a digest e-mail that will remind you that you have spam and show you a list of the senders. At this time, the release and view options are not active. The spam filter is available both while at HSE and from home.

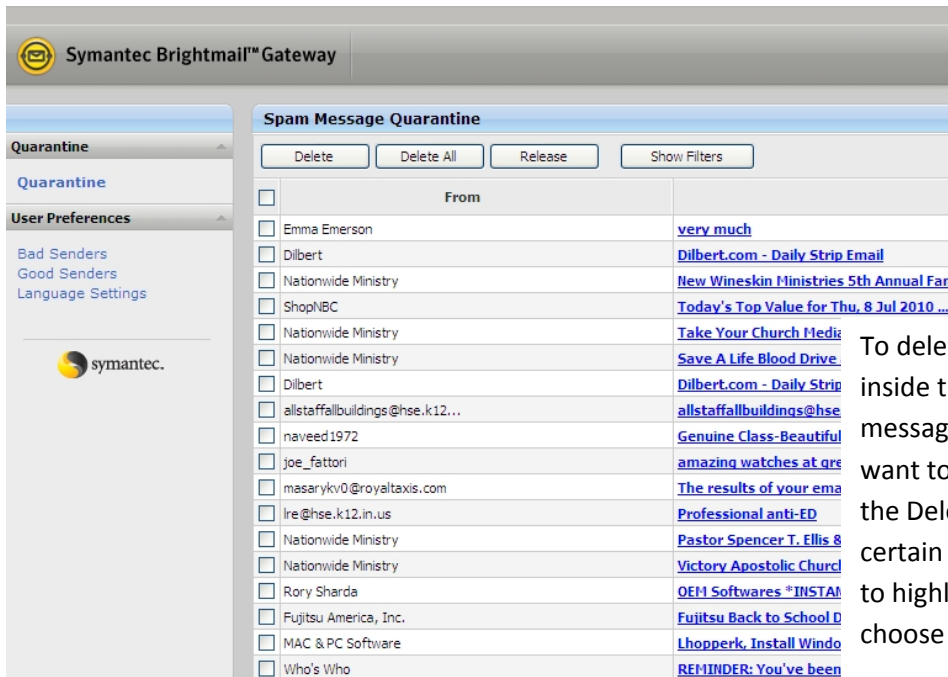
<https://spam.hse.k12.in.us>

You will see the following log on window. You will want to use your HSE username and password that you use to log into your computer.



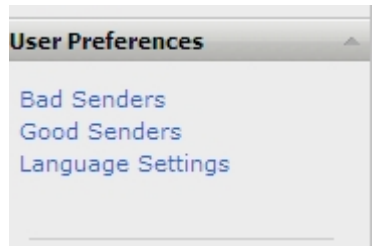
Click Login

To Delete or Release SPAM messages that are quarantined in your filter:

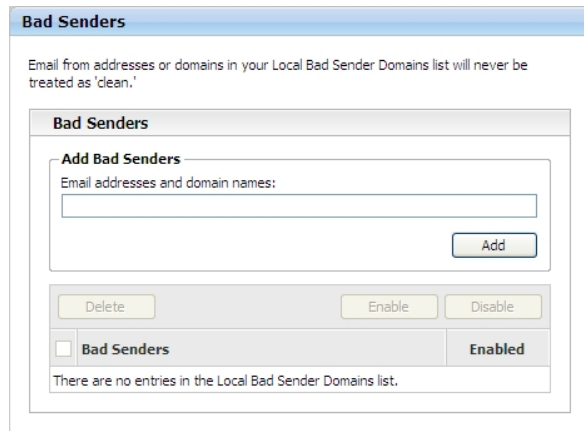


To delete only certain messages, click inside the box to highlight that message, then click Delete. If you want to delete all messages, choose the Delete All button. To release certain messages, click inside the box to highlight that message, then choose the Release button.

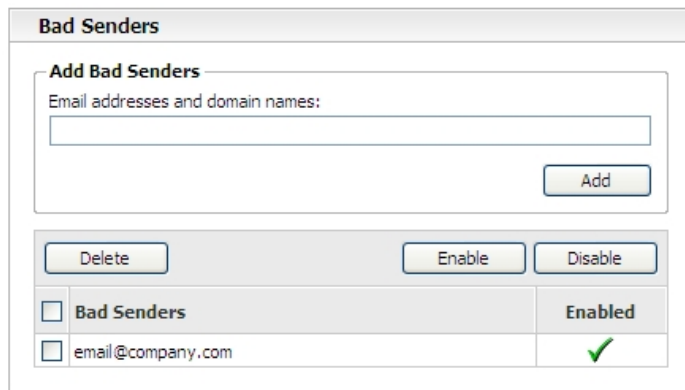
To add specific **bad senders** to your SPAM filter:



If you have a particular address or domain that you would like to never get through to your mail box, click on **Bad Senders**.

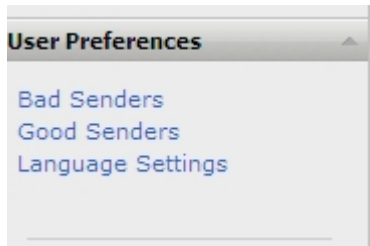


Type in the e-mail address that you would like to block, it should be in the form of email@company.com, then click Add. To remove an entire domain simply type in the @company.com – then click add.

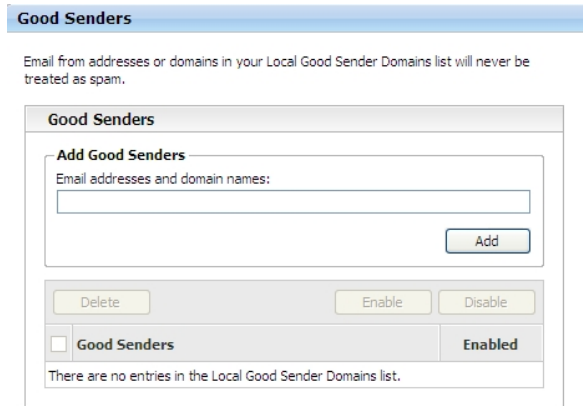


Once you have added a sender as a “**Bad Sender**” you will see them listed under the **Bad Senders** List. The green checkmark under the enabled column indicates that this address has been added and is being blocked from these messages to get through. To disable filtering and allow these messages to come through, click in the check box and choose **Disable**. This will allow messages to come through. If you want to delete this entry permanently, click in the check box to highlight the sender and choose **Delete**.

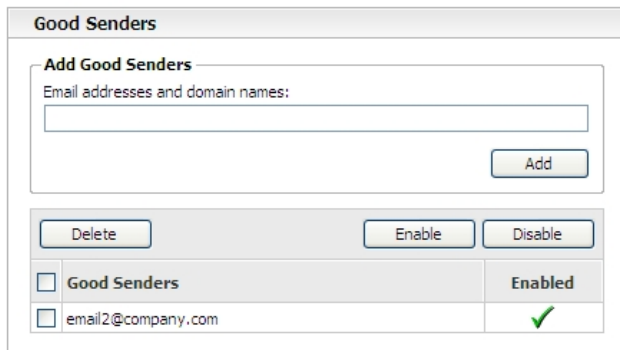
To add a specific e-mail address or domain of someone that you always want to receive mail from:



If you have a particular address or domain that you would like to always get through to your mailbox, click on Good Senders.



Type in the e-mail address that you would like to allow, it should be in the form of email@company.com, then click Add. To add an entire domain simply type in the @company.com – then click add.



Once you have added a sender as a “**Good Senders**” you will see them listed under the **Good Senders List**. The green checkmark under the enabled column indicates that this address has been added and is will be delivered directly to your mailbox. To disable filtering and allow these messages to be filtered through the SPAM filter, click in the check box and choose **Disable**. This will allow the SPAM filter to apply SPAM rules to the message and possibly quarantine it in the SPAM filter. If you want to delete this entry permanently, click in the check box to highlight the sender and choose **Delete**.