

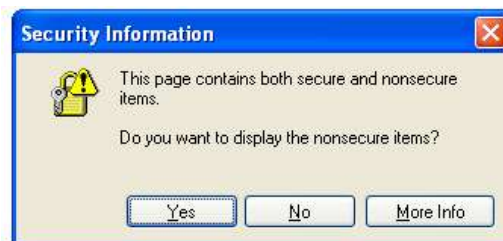


What should I do with those darn Quarantine messages?!

This is the new spam filter the district will be using. When you get an email regarding Quarantined messages open it up and see if you recognize any of the names on the email. If not just delete.

If you want to see more regarding the quarantined messages click on the "Message Center" link.

If you get the Security Information window, click YES.



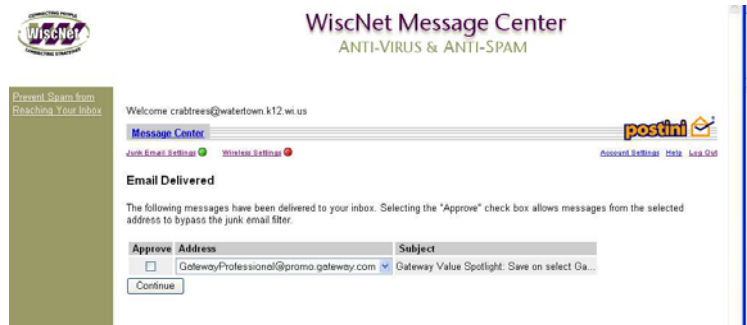
If you read the first email and followed the directions enter your password on the login screen.

If you deleted the first message, thereby deleting your temporary password, click on the "Message Center" link. For the temporary password enter any combination of letters and numbers. You will receive an error message back and you can request a new temporary password.



When you receive your new temporary password follow the directions. Login and change your password to something you will remember. (Do this step twice and click on 'Forget Password'.)

If there are any messages you want delivered to you place a ✓ in the box in front of the email message and click the Deliver button. At this point you will may Approve these messages to be sent through in the future by placing a ✓ in the Approve box in front of the email and click Continue. (Remember you allowed these messages to come through so do not call the CSS department and express concerns about junk email.)



Junk email settings

Click on the Junk Email Settings link.



At this screen you may choose to turn off the Junk Email Blocking. (Remember if you do this do not complain about receiving junk email.)

You can also select how aggressive you want the Spam Filters set. Simply click in the empty circle of the setting you want. Click on the button Save Changes if you have made any.

