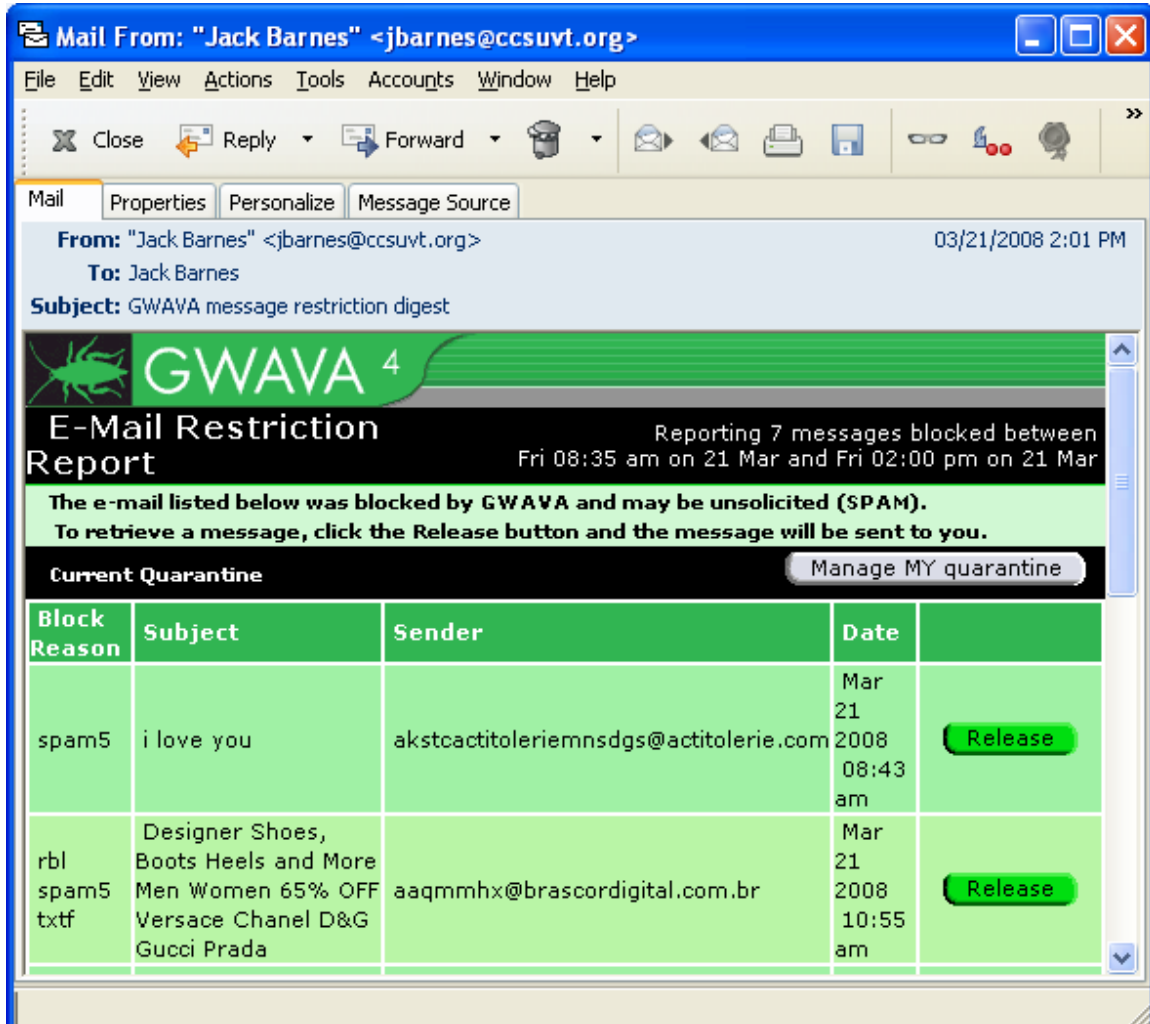


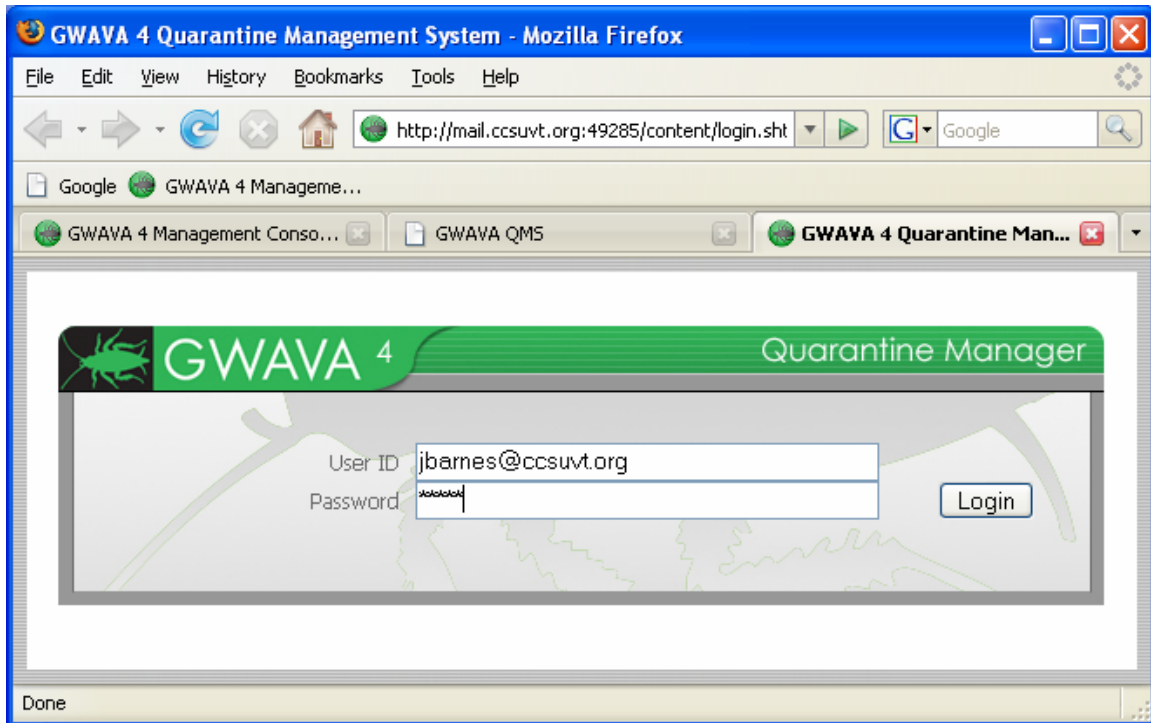
## GWAVA DIGEST USAGE PROCEDURES, MARCH 2008

The GWAVA 4 digest e-mail looks like this

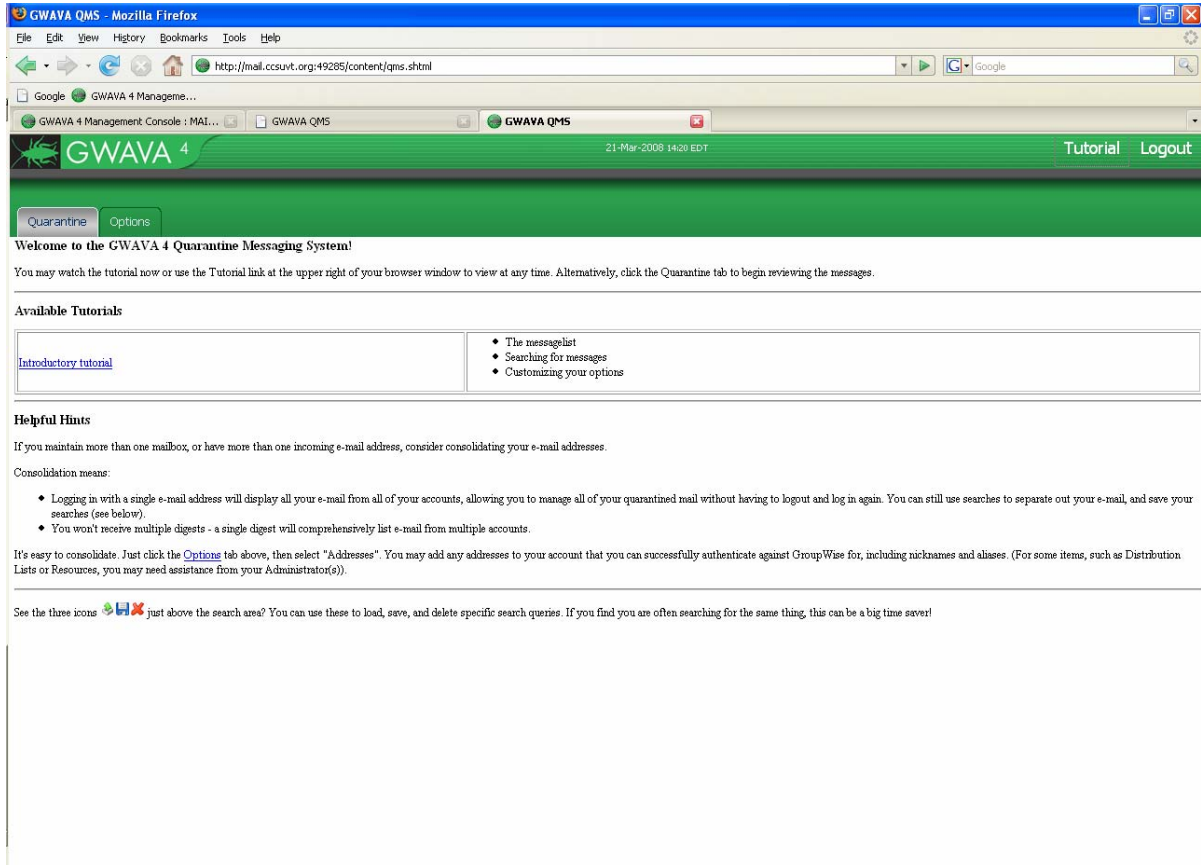


. You will see the Manage MY quarantine button in grey. Click on it

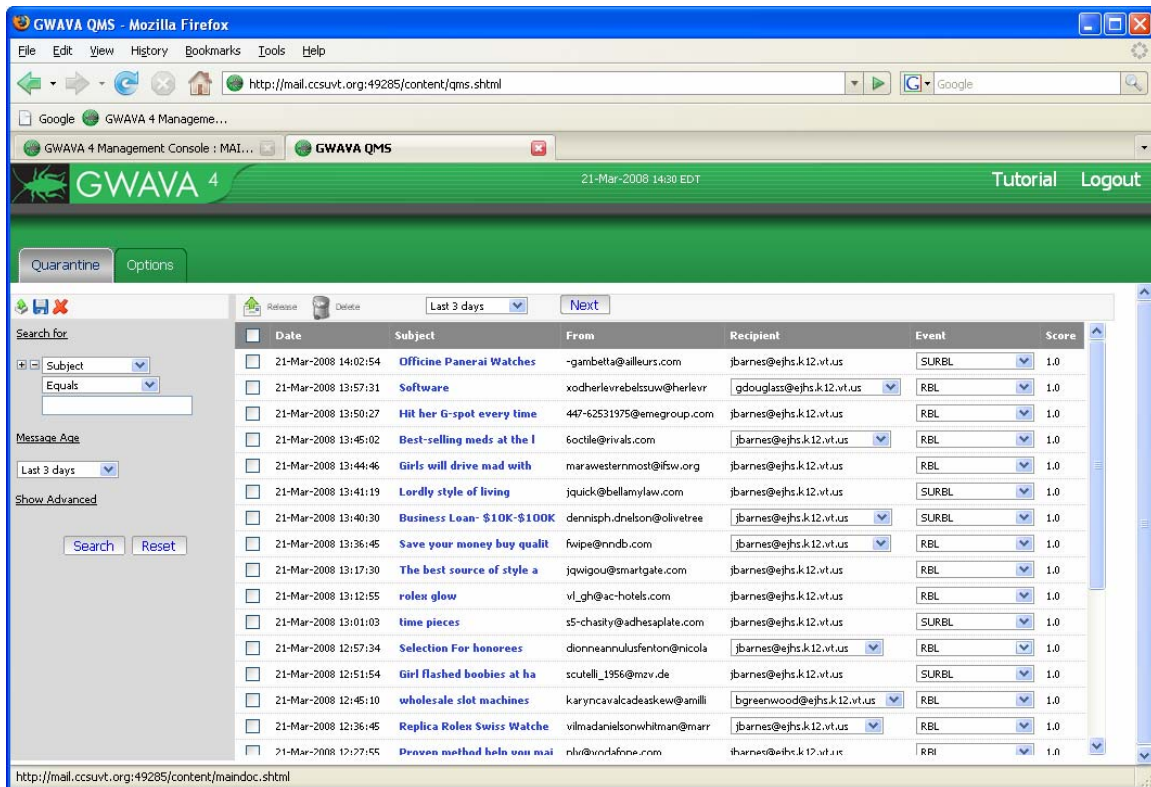
You will see a login screen and you enter your e-mail address and GroupWise password:



Initially, you will see the following screen:



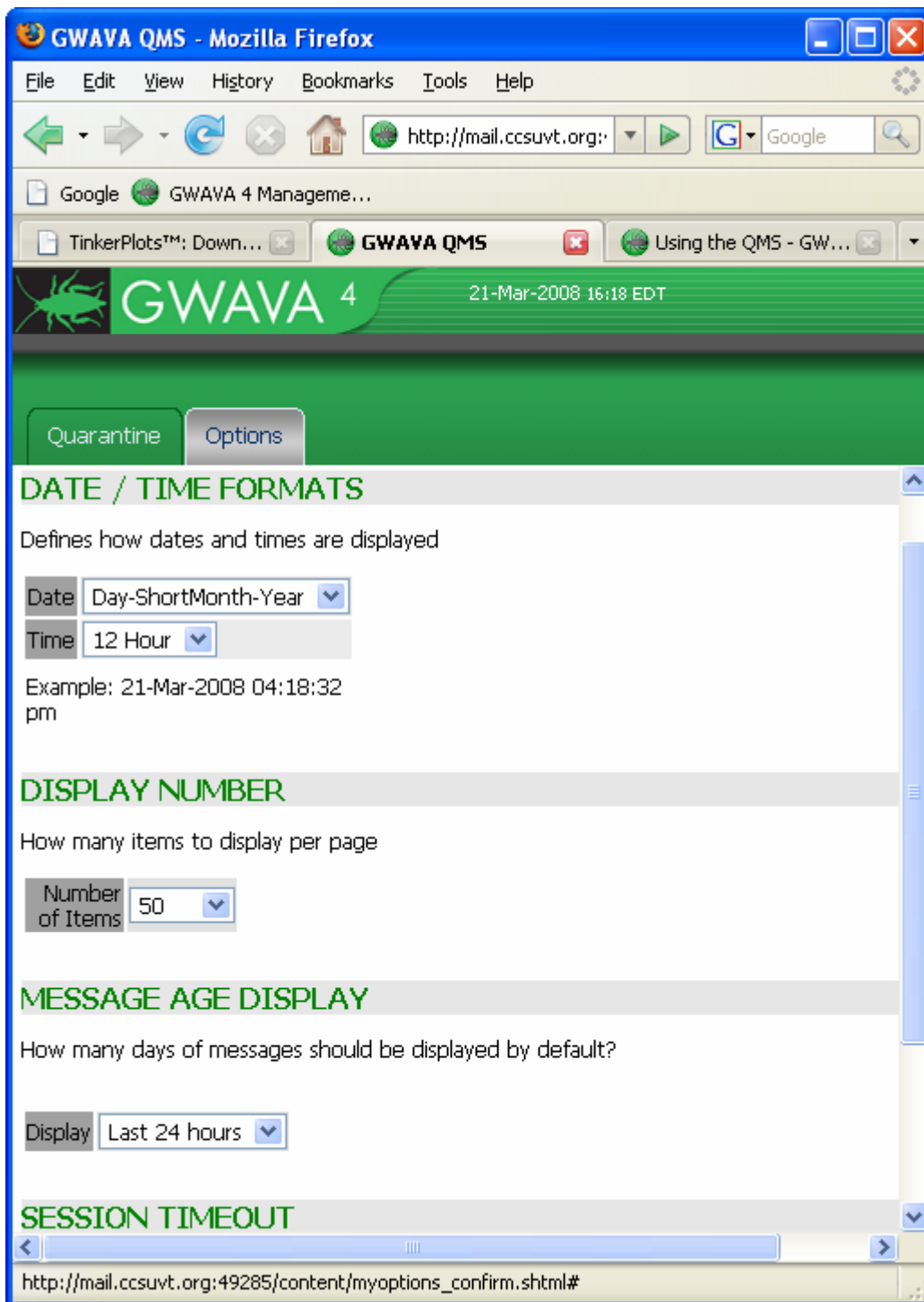
If you click on the tutorial, it will run a video showing how to use the quarantine, you will need speakers to hear it. This will be limited to the first few times that you login. Afterwards you can access the tutorial by clicking on "Tutorial" in the upper right part of the screen. If you don't want to see it then click on the Quarantine tab and it will look like this.



It shows the messages that have been in your digest and you can release them or delete them. If you release them, they will be transferred to your mailbox and a copy sent to a GWAVA mailbox. Those are checked again to make sure that they are in fact good messages (HAM). Next, they are transferred into the HAM database where they are used to keep e-mail with those characteristics from being filtered. This process will take a few weeks to build up enough mail for this feature to work.

You can search your database of blocked messages by subject, sender, sender domain, recipient, recipient domain, or spam score. Under advanced, you can refine your search by type of blocking that occurred and sort by different criteria.

If you click on the options page, you can set your options, below are some basis settings that will show messages using the 12 hour format, 50 to a page and show 24 hours worth



This document will be posted on the IT web page. If you find a glitch or bug in this document please contact the helpdesk at ext 1234.  
Thanks and may all your e-mail be HAM!