Using SonicWall Anti-Spam Utility
Managing your e-mail junkbox settings

In order to receive some expected e-mails through the campus e-mail system you may have to unjunk and adjust your anti-spam settings in the SonicWall e-mail security system. This software has adjustable settings for allowing or blocking e-mails. Use the following steps to manage your e-mail security when you are not receiving e-mails from known sources.

Logging In
Unjunking E-mail
Setting Anti-Spam, Anti-Phishing Controls
Changing Junkbox Settings

Logging In

To log in to the anti-spam utility:

1. Point your Internet browser to http://antispam.hws.edu
2. When prompted, enter your HWS username and password

   Note: Be sure the domain is hwsmicro.
3. Click Login

Unjunking E-mail

To unjunk or delete e-mails:

1. In the left control pane, click Junk Box
2. Check the boxes to select the e-mail to unjunk or delete
3. Click one of the following:
   • Unjunk
   • Delete

Unjunked e-mails are sent to theain inbox of your e-mail. Deleted e-mails will not be viewed.

Note: To view a complete list and search for junk e-mails, click on the categories located on the right of the screen.
Setting Anti-Spam, Anti-Phishing Controls

To block or unblock an e-mail:

1. In the left control pane, click **Anti-Spam > Address Books**
2. Click **Blocked** or **Allow**, as desired
3. Click **Add**

*Note:* An e-mail cannot appear on both the allowed and blocked lists.

4. From the dropdown, select **People** or **Companies**
5. Enter the **e-mail address**
6. Click **Add**

This process can be repeated for **Companies** and **Lists**.

To find an e-mail address in the list:

1. In the search box, enter the **e-mail address**
2. Click **Go**
To control spam-blocking aggressiveness:
Corporate defaults are set by the network administrator. You may either use the defaults or adjust the settings.

1. In the left control pane, click Anti-Spam > Anti-Spam Aggressiveness

2. Uncheck Adhere to System Defaults

3. Select the settings (Mild, Medium, Strong) for each of the categories listed

4. Click Apply Changes

Higher numbers will result in more e-mails classified as Spam.

To control foreign language settings:
If you wish to display e-mails in a language other than English, you must install the appropriate language packs on your computer.

1. In the left control pane, click Anti-Spam > Languages

2. Uncheck Adhere to System Defaults

3. Select the settings for each of the languages listed

4. Click Apply Changes
Changing Junkbox Settings

1. In the left control pane, click Anti-Spam > Spam Management

2. Uncheck Adhere to System Defaults

3. For each category (Spam, Likely Spam) use the radio buttons to adjust the settings
   You may enter a new tag in the tag field.

4. Check Accept automated Allowed Lists

5. Click Apply Changes

To add a delegate:
Delegates are people who have full access to your individual Junk Box.

1. Click Settings > Delegate

2. Click Add

3. In the search box, enter the name of delegate

4. Click Go

5. Check the delegate

6. Click Add Delegate
To set the frequency of junk box summaries:

1. In the left control pane, click Junk Box Management > Junk Box Summary

2. In the Junk Box Summary screen, uncheck Adhere to Corporate defaults

3. From the Frequency of summaries dropdown menu, select the hour or day.
   
   Note: Default settings cannot be changed until a frequency is selected.

4. Use the radio buttons and the dropdown menu to select the time of day to send summary

5. Use the radio buttons and the dropdown menu to select the day of week to send summary.
   
   Note: To set a day, the frequency must be 7 days or more.

6. From the Language of summary dropdown menu, select the language.
   
   Note: To display the Junk Summary in a language other than English, you must install the appropriate language packs on your computer.

7. If you wish to send the summary to delegates, check the Send to delegates box.

8. Use the radio buttons to select the summaries to include.

9. Click Apply Changes.