

## Using M+ Guardian Quarantine Management

- 1) Open your favorite web browser and go to <https://quarantine.students.pjc.edu>. This screen will appear:



The screenshot shows the login interface for M+ Quarantine. At the top left is the 'M+ Quarantine' logo, and at the top right is the 'Messaging Architects' logo. In the center, there is a 'Log In' label. To the right of the label are two input fields: 'Email Address:' and 'Password:'. Below these fields are two buttons: 'Login' and 'Cancel'.

Login with your PirateMail user name (ABC1001) and password.

- 2) Once you have entered the appropriate information, click **Login**. This screen will appear:



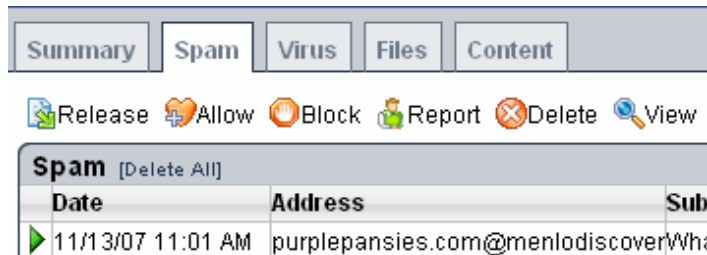
The screenshot shows the main interface of M+ Quarantine. At the top left is the 'M+ Quarantine' logo, and at the top right is the 'Messaging Architects' logo. Below the logo is a navigation bar with tabs: 'Summary', 'Spam', 'Virus', 'Files', and 'Content'. To the right of these tabs are 'Options', 'Lists', and 'Log Out' buttons. Below the navigation bar is a toolbar with icons for 'Allow', 'Block', 'Report', and 'View'. The main content area is divided into four sections: 'Spam', 'Viruses', 'Files', and 'Content'. Each section has a table with columns for 'Address' and 'Subject'. The 'Spam' section contains several entries with green triangles pointing right, indicating incoming blocked messages. The 'Viruses', 'Files', and 'Content' sections are empty, with the text 'There are no messages.'

You will see several tabs across the top. You will initially start on the Summary screen which will show the most recent messages blocked as Spam, Viruses, Problem Files, or inappropriate content.

*Please note that PJC filters incoming as well as outgoing email. A golden triangle pointing left indicates an outgoing message that was blocked (something sent FROM you). A green triangle pointing right indicates an incoming message that was blocked (something sent TO you).*

- a) **Summary** shows a complete list of the emails that have been blocked into the Quarantine database separated by type of block.
- b) **Spam** shows a list of messages blocked by SPAM rules
- c) **Virus** should be empty as we delete all messages with viruses before they enter the system.
- d) **Files** shows a list of messages blocked due to prohibited file attachments.  
The following file types are not allowed as email attachments:  
\*.exe, \*.com, \*.bat, \*.cmd, \*.hta, \*.lnk, \*.pif, \*.scr, \*.shb, \*.vb, \*.js, \*.jar
- e) **Content** should be empty as we are not blocking based on email content.

3) Select the **Spam** tab at the top.



• Under the Spam tab you will see several options:

- (a) **Release** – When you select a message and click this option it will remove the message from your Spam folder and send it to your PirateMail Inbox.
- (b) **Allow** – This option will allow you to select either the full email address or the domain and add them to your allow list so they won't be caught in the spam filters again.
- (c) **Block** – This option allows you to select either the full email address or domain and add them to your block list so they will never appear in your spam folder again.
- (d) **Report** – This option allows you to report an email message to your system administrator that is not spam so they can update the filters.
- (e) **Delete** – This option will delete the selected message from your Spam folder.
- (f) **View** – This option will allow you to view the selected message.

4) The other tabs (Virus, Files & Content) have the same options except you cannot release those emails because they would be harmful to your PC.

5) Select the **Options** tab (right side of screen) to set the TimeZone, increase the SPAM blocking levels and define reporting.

a) Quarantine Report Action

- i) Daily Quarantine Report – receive a report in your PirateMail inbox daily showing the spam blocked on the previous day – you can release, allow and block from this report if desired.
- ii) No Quarantine Report – this is the default action – choose this option if you do not wish to receive a daily report.

b) Incoming Spam Action

- i) Strong blocking of Spam to Quarantine increases the level of blocking slightly so that more messages are stopped before reaching your PirateMail inbox.
- ii) Extreme blocking of Spam to Quarantine increases the level of blocking to its highest so that more messages are stopped before reaching your PirateMail inbox.

6) Select the **Lists** tab to add email addresses to the allow lists and block lists.

- a) Add friends and family to the allow lists to ensure they are not caught by the filter.
- b) Add others to the block list to be sure they never make it to your inbox.

7) Select the **Logout** tab to logout of the Quarantine Management Website.