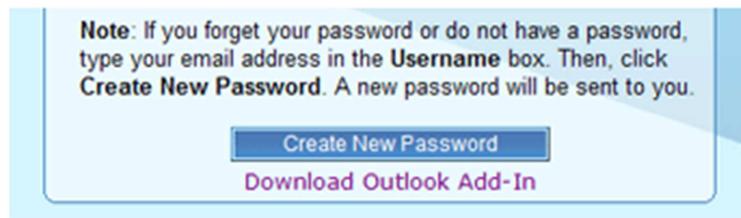


## Outlook Integration

Many SpamVault Spam Protect customers find the **Microsoft Outlook Integration** (plugin) very useful, as it makes reporting / marking items as spam (as well as blacklisting & whitelisting) much easier.

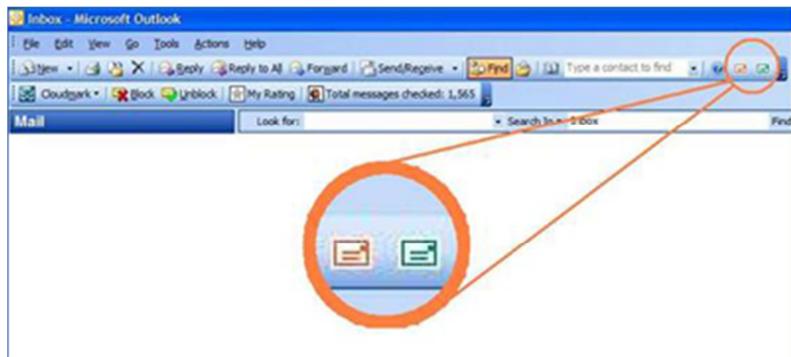
As you know, **all incoming e-mail goes through SpamVault** on the way to your mail box, and our multiple redundant SpamVault appliances do an excellent job of filtering spam. However, this is a way that you can make your email experience even easier, while helping to train the service to **work better for you**.

It's easy to get the plugin - it's available at the main SpamVault website.



By utilizing the free Outlook Plugin, you **are** training the system, by reporting what is SPAM and what is not SPAM.

When you get Spam, highlight the offending message and then click on the red envelope. It's that easy! This will submit it to the SpamVault Spam Protect service, and in the future when it receives mail similar to the one you reported, it will recognize it as SPAM.



Any of the messages which are not spam can also be marked with the plugin. Just highlight your messages and then click the green button so that SpamVault will know not to filter out those types of messages.



Sometimes the SpamVault Spam Protect service may suspect that an e-mail is SPAM - but is not sure. In that case, it will add a **[SpamVault Tagged]** tag to the title of the e-mail. If it is SPAM, then highlight it and click the red button. If it is NOT SPAM, you can let the SPAM firewall know by highlighting it and clicking on the green button.

The more mail you submit to train the SPAM firewall, the better it will become at filtering out SPAM.

### **Logging into your SpamVault Spam Protect Account**

**Log into your SpamVault Spam Protect Account.** You may want to login to your SpamVault Account to deliver a quarantined mail, or whitelist/blacklist addresses, or change other settings.

Your username will be **your e-mail address**.

Your SpamVault password is not the same as your e-mail password. If you forgot your password just type in your e-mail address in the username field and click on the **Create New Password** button and your password will be mailed to you.

You can choose to have Daily or Weekly SPAM notifications in your preferences. SpamVault will send you an e-mail if you have any messages in **Quarantine**.

Even though there are links in the mail to Deliver, Whitelist, and Delete it is not recommended you do it from the e-mail. That is just a **snapshot** of what was in your quarantine at the time SpamVault sends you the message. Click on the link at the bottom or login to sort through your mail.

**You have 3 options for each message.** You can Deliver it to your mailbox if it is not SPAM, you can Whitelist which delivers the message and allows any future messages from the same e-mail address. Or you can Delete the message if it is Spam.

If you have a lot of SPAM in your quarantine box and want to sort through all the messages quickly, you can check off all the messages that are legitimate. Then click on the Classify as Not SPAM button near the top. Then if the rest of the messages are SPAM, check off the box beside Date and it will automatically check off the remaining mail. Next click on the Classify as SPAM link. This will report the messages to the SpamVault SPAM Firewall as SPAM and delete the messages.

### **Preferences**

If you wish, you can change the password that the SpamVault system gave you to something easier to remember. Just click on the preferences tab and you can change it under Security.

You can choose to Whitelist or Blacklist e-mail addresses or even entire domains. If someone is on your whitelist, all mail from that e-mail address will get through to your inbox. If someone is on your blacklist, nothing sent from their e-mail address will get through.



You can change the Quarantine Notification Interval. The default is set to weekly but you can change it to Daily if you get a lot of mail filtered out every day and want more frequent notification so you do not miss any urgent mail.

If you have any questions about the Outlook Plugin, feel free to [support@spamvault.net](mailto:support@spamvault.net).

Over time, using the SpamVault Spam Protect Outlook Plugin will help you make your email experience go even more smoothly, and help contribute to the ongoing battle with spam!