Smart IT Services

www.smart-mail.net

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If you feel you are receiving too much spam you have the option to customize the spam settings for your company and for individual users.   This is an Advanced feature and you should weigh the risks associated with adjusting these settings versus the benefits. The spam filtering settings we use at Smart-Mail work very well for most users. We have spent years developing a system to protect our users while balancing the risk of getting spam with potentially Not getting valid emails. Adjusting these settings can effect delivery of email to everyone in your company and improper settings can keep users from receiving valid email. If you do choose to change these settings the responsible for the results is solely your responsibility and Smart-Mail takes no responsibility for the results.

If you understand the agree then here are the setting you will need.

For domain admin, this affects ALL email in your company.

A user with Admin rights must login to the web interface at

http://mail.smart-mail.net

To view spam filtering settings, click the **settings icon**. Then expand the Domain Settings and Filtering folders and click and click **Spam Filtering** in the navigation pane. The spam filtering settings will load in the content pane and the following tabs will be available:

Options

Use this tab to specify the following settings:

- **Use default spam settings** - Select this checkbox to accept the default spam options provided by your domain administrator.
- **Override spam settings for this account** - Select this checkbox to customize the way spam is handled and to override the settings created by the domain administrator.

Select the option you want and the click Save.

If you choose to override the default you MUST make adjustments on the Actions tab

Actions

When you override the default spam options set by Smart-Mail you must choose the Weights and Actions that are taken when email comes in that has a low, medium, or high probability of being spam. For each spam level, choose the action you wish to have taken. If you choose to add text to the subject line of messages, type the text in the box below the action drop down. *Note: If you are using the default spam options that were set up by your administrator, these settings cannot be edited.*

SMART-MAIL's default settings we have found these to be a good balance for most users. Setting the weight lower will detect more spam but potentially also detect valid email. Be careful when setting this lower.

Weight	Action
20	Mark subject SPAM-LOW
25	Mare subject SPAM-MED
30	Move email to Junkmail folder.

Current Weights - Do Not Adjust anything here

For individual users

User must login to the web interface at

http://mail.smart-mail.net

To view your spam filtering settings, click the **settings icon**. Then expand the My Settings and Filtering folders and click and click **Spam Filtering** in the navigation pane. The spam filtering settings will load in the content pane and the following tabs will be available:

Options

Use this tab to specify the following settings:

- **Use default spam settings** - Select this checkbox to accept the default spam options provided by your domain administrator.
- **Override spam settings for this account** - Select this checkbox to customize the way spam is handled and to override the settings created by the domain administrator.

Actions

When you override the spam options set by your system administrator, you can choose the actions that are taken when email comes in that has a low, medium, or high probability of being spam. For each spam level, choose the action you wish to have taken. If you choose to add text to the subject line of messages, type the text in the box below the action drop down.*Note: If you are using the default spam options that were set up by your administrator, these settings cannot be edited.*

Current Weights - make no adjustments here