FortiMail – SPAM Email Summary Messages Procedure

Wellsville CSD has moved to a new SPAM-eliminating system called FortiMail. This system allows you to control and manage your own SPAM messages without needing to contact IT when you are missing an email. Once your account has been activated you will start to see a quarantine summary e-mail arrive in your inbox originating from this address: release-ctrl@e1b.org. This summary email will display a list of **ALL** e-mails flagged as SPAM for you to review. You will only receive the emails if you have messages to review. They are sent out several times a day so that you are not waiting for an important message that has been flagged for review.

Here is an example of what the email summary will look like in your inbox:

Under the **Web Actions** column:

1. Click the "envelop with a checkmark" icon to accept and release the message to your inbox; this also automatically adds the address to your SPAM allow list.

2. Click the "trash can" icon to delete the message; this will **ONLY** delete the message; if you want to add that email to your SPAM block list you will have to log into the portal website (https://miltonf1.wnyric.org/mail).

3. Do nothing, they will continue to show up in your inbox as pending SPAM, but the system will automatically clean anything older than 21 days.

The FortiMail system also provides a user portal that all staff can log into using their email address and password. This allows you to access more information concerning your SPAM settings, block lists, allow lists, etc. The **Click Here** link found in the email message will take you to that page.

FortiMail – SPAM User Portal Procedure

The **Click Here** link in the summary email will access your Quarantine Summary mailbox in the FortiMail Server environment. Or you can click this link: https://miltonf1.wnyric.org/mail Log into the portal with your full email address and network password.

Sample view of the quarantine summary mailbox on the FortiMail server user portal. You can click on any message to see the full message to help determine if it is SPAM or the email address is just not something to recognize. The landing page looks like:


By checking the small boxes to the left of any email, you then have the choice in the menu just above the messages to Release or choose the More option: (Mark as Read, Unread, Safe List, Block List, Save As), and farther to the right Delete. Choosing Release from the menu will add the email address to your Safe list and ALSO release it to your inbox to read and respond to if needed. Choosing "Safe List" or "Block List" from the menu will add the email address to either of those lists for you. This method is the fastest way to add new SPAM to your Block List by just checking the box, going to More, and choosing Block List from the menu.

IMPORTANT: When you release a message, that email will show up when it was originally sent, so if you have your inbox sorted by delivery date you may need to look "back in time" to find the message you just released.

FortiMail – Add SPAM Email or Domain to Block List Procedure

You may receive email messages that you would rather be blocked; this is how to do that on the FortiMail portal website:

1. Log into the portal with your email address and network password at the following address: **https://miltonf1.wnyric.org/mail**

2. In the upper right corner of the browser window, look for the person icon, click the down arrow to open the menu, and choose Preferences from the options.
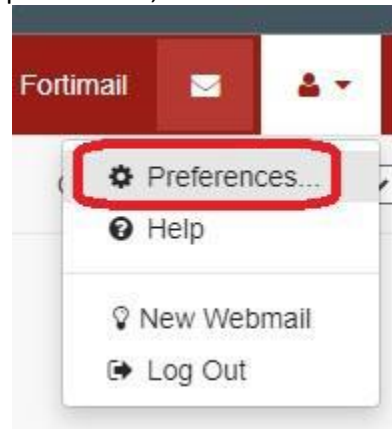
3. Look for the Antispam Management section at the bottom of the Preferences page. There will be a Block/Safe list menu with links that will open your Block list and your Safe list; click once on the Block list link to open that window.
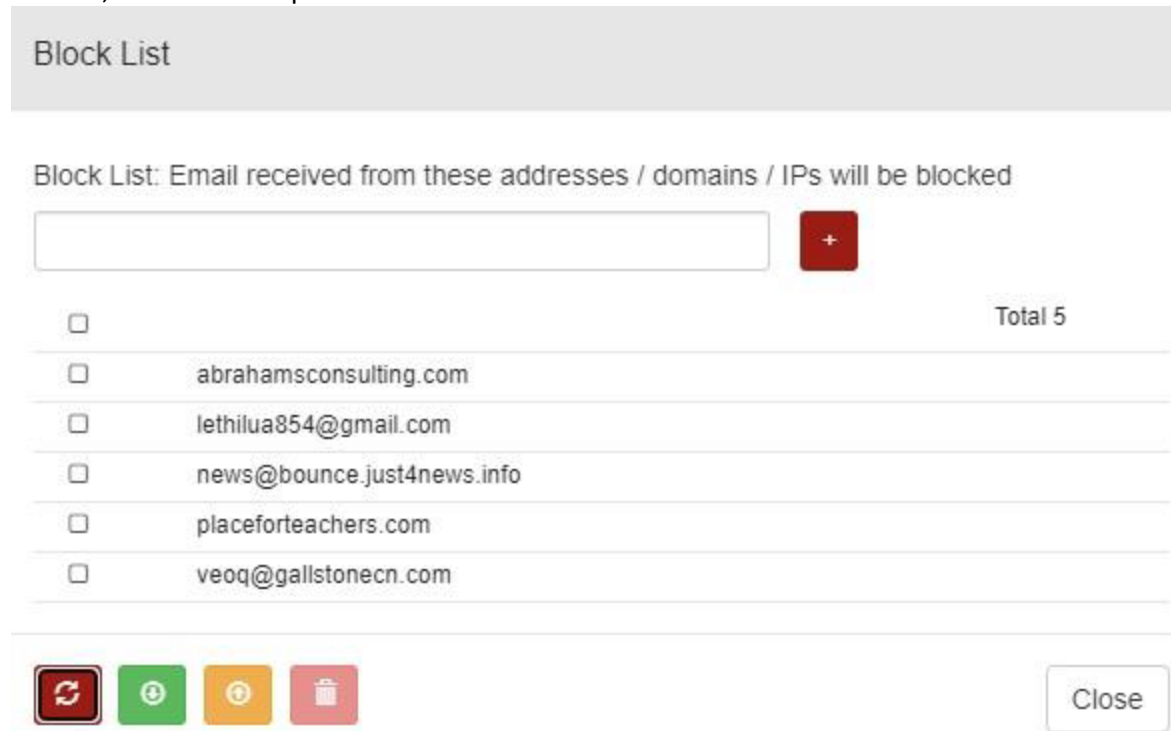

4. Find the email you want to block in your inbox and copy the "From" address. Paste this address into the text box next to the plus box (which adds the address or domain to your block list).
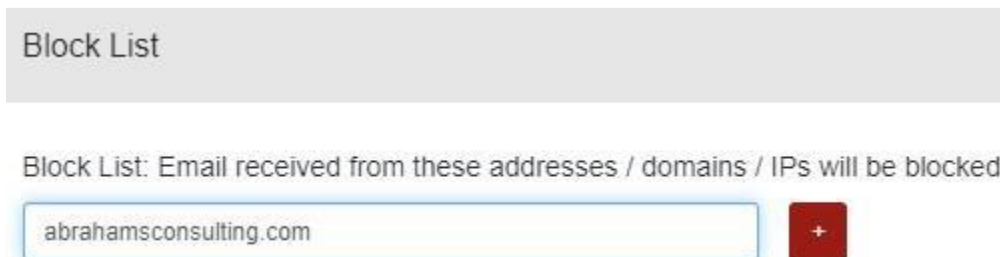
5. You have two options, you can block JUST the address for that sender, or you can block the ENTIRE domain so that anyone else sending from the domain will also be blocked. The difference is either you leave the whole address in the box or you remove everything but the domain. (See the next page) **Example:** Staff is receiving SPAM emails from: Zachary Sevilla zsevilla@abrahamsconsulting.com This is what I get when I copy the address and paste it into the box in my Block list window. If you want to block just Zachary Sevilla then keep the entire address in the text box, make sure you remove anything else that copied over (name, symbols), all that should be in the text box is the email address: zsevilla@abrahamsconsulting.com click the plus box to add it to the block list.

If you want to block all emails from all senders from abrahamsconsulting.com then remove **zsevilla@** from the email address and just leave **abrahamsconsulting.com** in the text box, then click the plus box to add it. The result looks like this:

Block List

Block List: Email received from these addresses / domains / IPs will be blocked

	+

		Total 5
☐		
☐	abrahamsconsulting.com	
☐	lethilua854@gmail.com	
☐	news@bounce.just4news.info	
☐	placeforteachers.com	
☐	veoq@gallstonecn.com	

Close

You will see **abrahamsconsulting.com** has been manually added to the block list. Be sure to click the Close button to close and save the changes you made. Click the OK button at the bottom of the Preferences screen to save those changes as well.

✔ OK   ✖ Cancel