

MX Control Console

Administrative User Manual



This Software and Related Documentation are proprietary to MX Logic, Inc.

© Copyright 2003 MX Logic, Inc.

The information contained in this document is subject to change without notice and should not be construed as a commitment by MX Logic. MX Logic assumes no responsibility for any errors or omissions that may appear in this document.

MX Logic, Inc. 9780 Mount Pyramid Court, Suite 350 Denver, CO 80112

This issue: June 2003



Contents

Introduction and Login 1 1.1 1.2 1.3 **Overview Tab** 2 **3** Ouarantine Tab 31 3.2 Viewing & Managing VIRUS Quarantined Messages......14 3.3 34 3.5 3.6 4 Policies Tab 4.1 4.2 4.3 4.4 4.5 4.6

| 4.7 | Maintaining Content Policies | 3 | 9 |
|-----|----------------------------------|---|---|
| 4.8 | Maintaining HTML Shield Policies | 4 | 1 |



| 5 | Set | up Tab | |
|----|-------|--|----|
| | 5.1 | Setting up Inbound Servers | |
| | 5.2 | Enabling/Disabling Spam Reporting | |
| | 5.3 | Changing Your Password | |
| 6 | Use | ers Tab | |
| | 6.1 | Searching for Users & Viewing User Details | 50 |
| | 6.2 | Changing User Roles & Settings | 53 |
| | 6.3 | Accessing Quarantined Messages for a User | 55 |
| 7 | Rep | porting Tab | |
| | 7.1 | Introduction – Reporting Tab Functionality | |
| | 7.2 | Viewing Traffic Overview | 60 |
| | 7.3 | Viewing the Threats Overview | 61 |
| | 7.4 | Viewing a Spam Threats Report | 62 |
| | 7.5 | Viewing a Virus Threats Report | 63 |
| | 7.6 | Viewing a Content Threats Report | 65 |
| | 7.7 | Viewing an Attachment Threats Report | |
| | 7.8 | Viewing a User Activity Report | |
| | 7.9 | Viewing an Event Log Report | |
| | 7.10 | Viewing an Audit Trail Report | 70 |
| FÆ | AQs_ | | 71 |
| G | lossa | rv | 74 |



1 INTRODUCTION & LOGIN

| 1.1 | About MX Control Console | _2 |
|-----|-------------------------------------|----|
| 1.2 | About This Manual | _3 |
| 1.3 | MX Control Console Functionality | _4 |
| 1.4 | Logging into the MX Control Console | _7 |



1.1 About MX Control Console

Welcome to MX Logic's web-based administrative portal: MX Control Console. With its easy-to-use, intuitive interface, the Console allows you to quickly configure and change MX Logic Email Defense Service's email filtering policies for your domain(s). These filtering policies include:

- Allow/Deny policies
- Exempt Users policies (creating a list of exempt users)
- Anti-Spam policies
- Anti-Virus policies
- Attachment control policies
- Content keyword policies
- HTML shield policies

In addition to configuring filtering policies, MX Control Console allows you to:

- Review and manage quarantined messages
- Administer setup configurations (including inbound servers and spam reporting) and change your password
- Managing users within your domain(s)
- Monitor the threats for all of your domains
- Obtain message traffic reports and statistics
- View user activity
- Audit MX Control Console usage and system changes



1.2 About This Manual

This manual provides step-by-step instructions for performing tasks necessary to maintain your domain's MX Logic Email Defense Service. It is intended for an MX Logic Email Defense Service system administrator proficient in general company operating procedures. You need not have an in-depth knowledge of computer systems to use MX Control Console; however, you should be familiar with the Windows environment. If you require more detailed and technical information on how MX Logic Email Defense Service operates and how changes to the Console settings can affect your environment, see the *MX Logic Email Defense Service Operations Manual*.

This manual groups together tasks and functions by the MX Control Console tab from which you perform each task:

- **Overview Tab** Contains a snapshot of message traffic and general information over the past 24 hours
- **Quarantine Tab** Enables you to view and manage quarantined messages
- Policies Tab Enables you to configure all filtering policies
- Setup Tab Enables you to configure MX Logic Email Defense Services to filter your domain(s)
- Users Tab Enables you to view user details and change user roles and settings
- **Reporting Tab** Enables you to generate message traffic and threat reports



1.3 MX Control Console Functionality

When you first enter the MX Logic Control Console, the *tab bar* displays along the top of the window.

| 🖹 Overview | 🖂 Quarantine 🖾 Policies 📓 Setup 🕌 Users 💷 Reporting 🗵 Logout |
|--------------|---|
| 🖹 Overview | The Overview screen presents a snapshot of traffic to your domain and other information from MX Logic. This is the first page you see when you log in. |
| 🐱 Quarantine | The Quarantine screen allows you to review and take action on any messages quarantined because they contain viruses, unwanted content, attachments, or HTML, or because they are junk email ("spam"). Messages are quarantined only if you configure your filtering policies to take this action. |
| 🗟 Policies | The Policies screen allows you to configure and modify policies that will instruct MX Logic Email Defense Service how to handle viruses, spam, unwanted attachments, unwanted content, and unwanted HTML in messages intended for recipients on your network. You can also create customized "Allow" and "Deny" lists (regarding message senders) as well as an Exempt Users list (regarding users/recipients) for your domain. |
| 🛗 Setup | The Setup screen enables you to configure MX Logic Email Defense Service to deliver inbound SMTP traffic to your domain properly and to enable/disable Spam Reporting. You can also change your password from this screen. |
| 🎇 Users | The Users screen enables you to manage users within your domain, including reviewing user details and changing user passwords, roles, and Spam Report frequency. |
| a Reporting | The Reporting screen enables you to generate message traffic reports for threats (virus, spam, etc.) intended for your network. You can generate reports and statistics for threat activity for a given domain and time period (one day, one full week, or an entire month). You can also view (audit) MX Control Console usage and policy changes. |
| 🔀 Logout | The Logout tab/button allows you to exit the MX Control Console. |

Domain Selection

You can only configure or modify one domain at a time. If you manage multiple domains, always be sure you have the correct domain selected from the **Domain** drop-down list:

Domain: karmaroo.com 💌



Menu Bars

The menu bars that display for each tab-screen enable you to navigate through all the functions available for that tab.

| Configuration | |
|----------------------|---|
| Domain: karmaroo.com | Inbound Servers Spam Reporting Password |

If the default screen contains all the possible functions for a tab, then no additional navigation is necessary; therefore, no menu bar displays (*e.g.*, the Policies tab-screen).

When a menu bar displays, the default screen is the left-most menu item listed.

Note: The menu items do not change appearance, no matter which menu-screen you select. The page is noted simply by the page title that appears beneath the Domain.

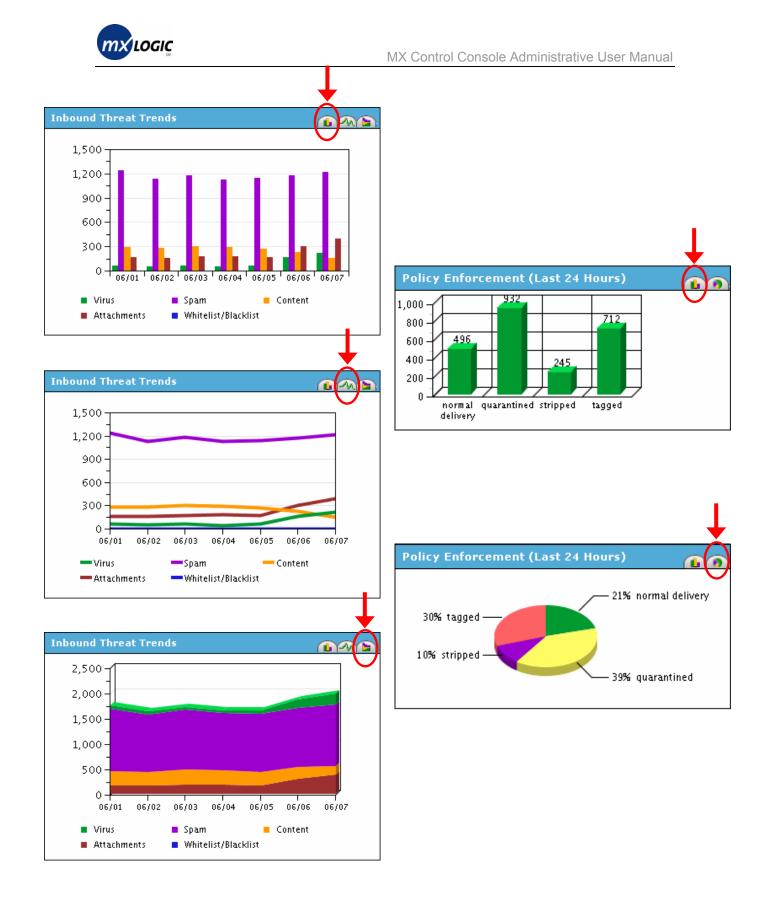
| | Configuration | |
|---|-----------------------|---|
| | Domain: karmaroo.com | Inbound Servers Spam Reporting Password |
| 4 | Inbound Servers Setup | |

Graphics Display Options (Display Tabs)

When graphics are displayed in the MX Control Console, they often have display tabs on the right side of the title bar. These enable you to change the display style of that specific graphic. The options you will see are as follows:

- This tab displays the graphic as a bar graph.
- This tab displays the graphic as a line graph.
- This tab displays the graphic as a solid (filled) line graph [*default*].
- This tab displays the graphic as a pie chart [*default*].

The following are samples:





1.4 Logging into the MX Control Console

You can access the MX Control Console from any computer, using any Web browser, as follows:

1. From your Web browser, enter the following URL in the Address field: <u>http://portal.mxlogic.com</u>

MX Control Console 🗣 Login News Please enter your login information below to access the MX Control Console. 05/26/03 California senate passes antispam bill 05/23/03 Antispam measure gains steam in House Email Address: 05/15/03 Feds prime new antispam weapon Password: 04/30/03 Spam sent by fraud is made a felony 04/23/03 Marketers unite to cook spam's goose login 04/11/03 Antispam bill reintroduced in Senate If you can't remember your password or you are 03/31/03 MX Logic Protects Against Latest having problems logging in, please click here. Sendmail Vulnerability 03/20/03 Virus writers take advantage of war

The MX Control Console login screen displays.

- 2. Enter your login information.
 - Email Address
 - **Password** (provided to you during the provisioning process)
- 3. Click the login button.
 - If your login is successful, MX Control Console will open, displaying the *Overview* page. (For details, see section 2.1 Viewing Overview Information, page 9.)
 - If your login is unsuccessful, an error message displays in red font on the login screen:

| Email Address: | |
|----------------|--|
| Password: | |
| | login |
| | nber your password or you are ogging in, please <u>click here</u> . |

Try entering your information again, or to have information sent to you, click the **click here** text link and enter your email address.



2 OVERVIEW TAB

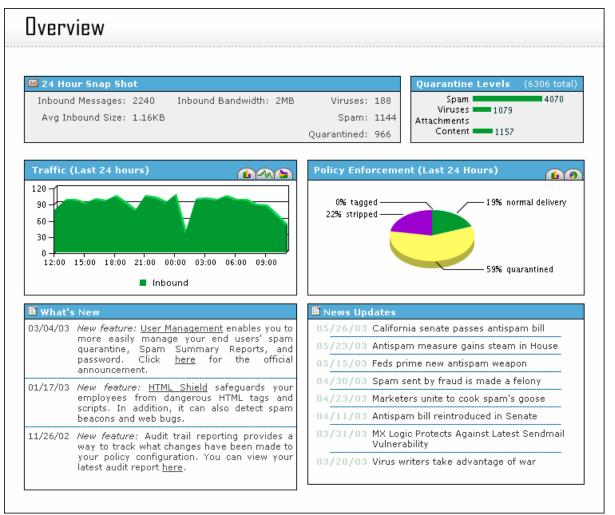
2.1 Viewing Overview Information _____9



2.1 Viewing Overview Information

From the Overview tab-screen, you can view high-level information on the traffic to your domain over the last 24 hours, as well as news and updates from MX Logic. When you log into the MX Control Console, this screen displays by default.

After you are logged into MX Control Console, you can access this tab-screen by clicking the Overview tab (🖹 Overview) on the tab bar.



This page contains the following information:

24-Hour Snap Shot This box shows a 24-hour snapshot of your domain's email traffic.
Quarantine Levels This box shows an overview of quarantined messages, by category.
Traffic This box shows a graph of traffic volume for the last 24 hours. *You can alter the style of this graph by selecting one of the three*



graph-format tabs.

| Policy Enforcement | This box shows the percentage of messages stripped, blocked, tagged, quarantined, cleaned, and normally delivered over the past 24 hours, according to the policies you configured. <i>You can alter the style of this graph by selecting one of the two</i> <i>graph-format tabs.</i> |
|--------------------|--|
| What's New | This box shows the latest information from MX Logic via links. |
| News Updates | This box shows any updates on current email threats and other important email security news (links). |



3 QUARANTINE TAB

| 3.1 | Introduction – Quarantine Tab Functionality | _12 |
|-----|--|------------|
| 3.2 | Viewing & Managing VIRUS Quarantined Messages | _14 |
| 3.3 | Viewing & Managing SPAM (Junk Email) Quarantined Messages | _16 |
| 3.4 | Viewing & Managing ATTACHMENT Quaranti Messages | ned _18 |
| 3.5 | Viewing & Managing CONTENT Quarantined Messages | _20 |
| 3.6 | Searching for Quarantined Messages by User (Recipient) | _22 |



3.1 Introduction – Quarantine Tab Functionality

The Quarantine tab enables you to review and manage all quarantined messages

When you click the **Quarantine** tab (Quarantine) on the tab menu, the menu bar displays the various screens you can access and includes the current total number of quarantined messages for each category in parenthesis:

| Message Quarantine | | |
|----------------------|---|---|
| Domain: karmaroo.com | Viruses (305) Junk Email (877) Attachment | ts (4) Content Keyword (322) Search |

By default, the first screen that displays is the Virus Quarantined Messages for the selected domain.

| Message Quarantine | | | | |
|---|----------------------|---------------------------|--------------------|-------------------|
| Domain: karmaroo.com 💌 | | imail (2820) Attachment | s Content Keywor | d (1056) Search |
| Pages: 1 <u>2 3 4 5 6 7 8 9 10 11</u> [Next > | <u>+1</u> | | | Page 1 of 18 |
| ✓ <u>Date</u> <u>From</u> | <u>To</u> | <u>Subject</u> | <u>Virus</u> | <u>Size</u> |
| 🔲 06/08 02:52 <u>bjohnson@mxlogic.net</u> | brad.johnson@karmaro | Run Me | W32/Klez-H | 120KB |
| 🔲 06/08 03:03 pshipleγ@mxlogic.net | peter.shipley@karmar | Check this out! | WM97/Caligula | 62KB |
| □ 06/08 03:03 rford@mxlogic.net | rex.ford@karmaroo.co | Check this out! | WM97/Caligula | 62KB |
| 🗖 06/08 13:20 apowers@mxlogic.net | austin.powers@karmar | Check this out! | WM97/Caligula | 62KB |
| 🔲 06/08 13:31 <u>rford@mxlogic.net</u> | rex.ford@karmaroo.co | Check this out! | WM97/Caligula | 62KB |
| 🔲 06/08 13:31 <u>tspears@mxlogic.net</u> | tom.spears@karmaroo. | Pass this on. | W32/Parvo-A | 107KB |
| Pages: 1 <u>2 3 4 5 6 7 8 9 10 11</u> [Next > | <u>-</u>] | | | Page 1 of 18 |
| release delete | | | empty | quarantine |

- You can change the domain displayed by selecting another value from the **Domain** drop-down list.
- You can sort the list by any of the headings by clicking the heading title. Clicking the heading again will sort the list in the opposite order.
- Each page lists up to 100 messages. You can view additional pages by either clicking the <u>Next ></u> or <u>< Prev</u> links or clicking on the specific page number link.
- For each quarantined message, you have the option to **delete** it completely, or to **release** it (sending it to the intended recipient).
- You can empty the entire contents (all pages) of certain quarantines by clicking the **empty quarantine** button, when available.



• You can view the actual message before release or deletion by clicking the linked email address in the **From** column.

A Safe Message View displays:

| | | Viruses (1739 |) Junk Em | ail (2823) A | ttachmen | ts Content Keyword | d (1057) |
|---------------|--------------------------------|------------------------------|-------------|----------------|----------|--|----------|
| Message View | | | | | | | |
| From : | apowers@mxlogic | net | | | | | |
| To : | austin.powers@ka | rmaroo.com | | | | | |
| Subject : | Run Me | | | | | | |
| | Sun, 8 Jun 2003 1 | 1:41:01 -0600 | | | | | |
| Status : | Message quaran | tined by Virus n | nodule | | | | |
| Attachments : | Filename Size | Content Type | Scanned | Infections | Cleane | d Virus | |
| | (NONE) 113 | text/plain | Yes | 0 | No | | |
| | demo.exe 89720 | application/octet -stream | Yes | 1 | No | W32/Klez-H WORM_KLEZ.H W32/Klez.h@MM | |
| | st message wi r and see wha | | it, we | will the | n thro | w it through t | he |

You can also release or delete a message from this detailed screen, using the **Message Action** buttons.



3.2 Viewing & Managing VIRUS Quarantined Messages

Those messages quarantined due to viruses are stored in Viruses Quarantine. Infected messages will appear on this screen only if you have selected "Quarantine the message" as one of your anti-virus policies. (To view or change virus policies, see section 4.5 Maintaining Anti-Virus Policies on page 33.)

This screen provides information on the date and time an infected message was delivered, the sender (**From**), the recipient (**To**), the subject of the message, the virus detected, and the message size.

When you click the **Quarantine** tab (\boxtimes Quarantine) on the tab menu, the Virus Quarantined Messages screen displays, by default.

You can also access this screen from any other Quarantine tab-screen by clicking **Viruses** on the menu bar.

| Message Quarantine | | | | |
|---|----------------------|------------------------|------------------------|------------------|
| Domain: karmaroo.com 🔹 Virus Quarantined Messages for ka | | Email (1246) Attachm | ients Content Keywor | d (412) Searcl |
| 'ages: 1 <u>2</u> <u>3 [Next >]</u> | | | | Page 1 of 3 |
| <mark>√ <u>Date</u> <u>From</u></mark> | <u>To</u> | <u>Subject</u> | <u>Virus</u> | <u>Size</u> |
| 05/29 23:53 <u>apowers@mxlogic.net</u> | austin.powers@karmar | Check this out! | WM97/Caligula | 62KB |
| 🗖 05/30 00:48 <u>bjohnson@mxlogic.net</u> | brad.johnson@karmaro | Check this out! | WM97/Caligula | 62KB |
| □ 05/30 01:19 <u>pshipley@mxlogic.net</u> | peter.shipley@karmar | Check this out! | WM97/Caligula | 62KB |
| 05/30 01:32 <u>tspears@mxlogic.net</u> | tom.spears@karmaroo. | Check this out! | WM97/Caligula | 62KB |
| 🗌 05/30 01:51 <u>rford@mxlogic.net</u> | rex.ford@karmaroo.co | Check this out! | WM97/Caligula | 62KB |
| 🗖 05/31 19:06 <u>apowers@mxlogic.net</u> | austin.powers@karmar | Check this out! | WM97/Caligula | 62KB |
| 🗖 05/31 20:50 <u>apowers@mxlogic.net</u> | austin.powers@karmar | Check this out! | WM97/Caligula | 62KB |
| 🗖 05/31 20:50 <u>pshipley@mxlogic.net</u> | peter.shipley@karmar | Check this out! | WM97/Caligula | 62KB |
| 🗖 05/31 20:51 <u>pshipley@mxlogic.net</u> | peter.shipley@karmar | Check this out! | WM97/Caligula | 62KB |
| 🗌 05/31 21:38 <u>tspears@mxlogic.net</u> | tom.spears@karmaroo. | Check this out! | WM97/Caligula | 62KB |
| 🗌 05/31 21:56 <u>rford@mxlogic.net</u> | rex.ford@karmaroo.co | Check this out! | WM97/Caligula | 62KB |
| 05/31 21:56 <u>tspears@mxlogic.net</u> | tom.spears@karmaroo. | Check this out! | WM97/Caligula | 62KB |
| Pages: 1 <u>2</u> <u>3 [Next >]</u> | | | | Page 1 of 3 |
| release delete | | | empty q | uarantine |
| | | | | |



- 1. To release or delete select messages, check (click) the corresponding checkboxes then either **release** or **delete** the selected messages using the buttons at the bottom of the page. (Clicking the checkbox again will deselect it.)
- 2. To release or delete all messages on the page displayed, click the single checkbox at the bottom of the page, and click either **release** or **delete**.
- **3.** To empty the entire contents (all pages) of the quarantine, click the **empty quarantine** button.
- 4. To view the actual message, including virus details, before release or deletion, click the linked email address in the **From** column.

A Safe Message View displays:

| Mes | sage Q | uarant | tine | | | | | | | |
|----------|------------|------------|---------|------------------------------|--------------|-----------------------|-----------|--|-----------|--------|
| | | | | Viruses (1739 |) Junk Ema | iil (2823) <i>4</i> | Attachmen | ts Content Keywo | rd (1057) | Search |
| Safe Mes | sage View | | | | | | | | | |
| | From : | apowers@r | nxlogic | .net | | | | | | |
| | To : | austin.pow | ers@ka | rmaroo.com | | | | | | |
| | Subject : | Run Me | | | | | | | | |
| | | Sun, 8 Jun | 2003 1 | 1:41:01 -0600 | | | | | | |
| | Status : | Message | quarar | ntined by Virus n | nodule | | | | | |
| Att | achments : | Filename | Size | Content Type | Scanned 1 | nfection | s Cleane | d Virus | | |
| | | (NONE) | 113 | text/plain | Yes | 0 | No | | | |
| | | demo.exe | 89720 | application/octet -stream | Yes | 1 | No | W32/Klez-H WORM_KLEZ.H W32/Klez.h@MM | | |
| vir | us scanne | er and se | e wha | t happens | it, we | will the | en thro | w it through t | the | |
| 1 | Message Ac | tion: rele | ease | delete | | | | | | |

You can also release or delete a message from this detailed screen, using the **Message Action** buttons.



3.3 Viewing & Managing SPAM (Junk Email) Quarantined Messages

Those messages quarantined due to spam are stored in Junk Email Quarantine. Messages with unwanted (or over-limit) attachments will appear on this screen only if you selected "Quarantine" as your Unwanted Attachment policy. (To view or change spam policies, see section 4.4 Maintaining Anti-Spam Policies on page 31.)

This screen provides information on the date and time the spam message(s) were delivered, the sender, the recipient, the subject of the message, the spam score (likelihood), and the size of the message.

| | omain: ka | e Quarantine maroo.com 💽 arantined Messages f | | s Email (1246) Attachments | ; Content Keywa | ord (412) Search |
|--------|-----------------------|---|----------------------|------------------------------|-------------------|--------------------|
| Pag | jes: 1 <u>2 3 4 5</u> | <u>6 7 8 9 10 11 [Next ></u> | | | | Page 1 of 13 |
| V - | Date | From | <u>To</u> | Subject | Spam Score | Size |
| | | <u>pshipleγ@mxlogic.net</u> | peter.shipley@karmar | Save up to 75% on In | High | 3KB |
| - | | bjohnson@mxlogic.net | brad.johnson@karmaro | Make YOUR Fortune on | High | 5KB |
| | | apowers@mxlogic.net | austin.powers@karmar | Mortgage Quotes from | High | 2KB |
| | 06/01 22:38 | <u>rford@mxlogic.net</u> | rex.ford@karmaroo.co | Order Status for Cla | High | 11KB |
| \Box | 06/01 22:38 | <u>pshipley@mxlogic.net</u> | peter.shipley@karmar | Quit Smoking Product | High | 5KB |
| | 06/01 22:38 | rford@mxlogic.net | rex.ford@karmaroo.co | You've Been Approved | High | 5KB |
| | 06/01 22:49 | apowers@mxlogic.net | austin.powers@karmar | Finally, Quality, A | High | 11KB |
| | 06/02 02:51 | <u>pshipleγ@mxlogic.net</u> | peter.shipley@karmar | Natural pain relief | High | 7KB |
| | 06/02 02:51 | pshipley@mxlogic.net | peter.shipley@karmar | Get a FREE Digital C | High | 22KB |
| | 06/02 02:51 | rford@mxlogic.net | rex.ford@karmaroo.co | New discovery ends s | High | 5KB |
| | 06/02 03:02 | <u>bjohnson@mxlogic.net</u> | brad.johnson@karmaro | Order Status for Cla | High | 11KB |
| | 06/02 03:02 | rford@mxlogic.net | rex.ford@karmaroo.co | Debt Free by 2003 | High | 5KB |
| Pag | jes: 1 <u>2 3 4 5</u> | 6 7 8 9 10 11 [Next > | -1 | | | Page 1 of 13 |
| | release | delete | | | empty | quarantine |
| | | | | | | |

1. From the Quarantine tab (Quarantine) menu bar, click the <u>Junk Email</u> text link.

2. To release or delete select messages, check (click) the corresponding checkboxes then either **release** or **delete** the selected messages using the buttons at the bottom of the page. (Clicking the checkbox again will deselect it.)



- **3.** To release or delete all messages on the page displayed, click the single checkbox at the bottom of the page, and click either **release** or **delete**.
- 4. To empty the entire contents (all pages) of the quarantine, click the **empty quarantine** button.
- 5. To view the actual message, including spam details, before release or deletion, click the linked email address in the **From** column.

A Safe Message View displays:

| From : ap To : au Subject : ** Date : Su Status : Me Attachments : Fi | Viruse powers@mxlogic.net ustin.powers@karmaroo.con * Your -approval-! ** un, 1 Jun 2003 23:11:46 -06 essage quarantined by J | n 500 | 7) Attachments Content K | eyword (1171) Sear |
|---|--|----------------------|------------------------------|----------------------|
| To : au Subject : ** Date : Su Status : Me Attachments : Fi | ustin.powers@karmaroo.con * Your -approval-! ** un, 1 Jun 2003 23:11:46 -06 | 500 | | |
| To : au Subject : ** Date : Su Status : Me Attachments : Fi | ustin.powers@karmaroo.con * Your -approval-! ** un, 1 Jun 2003 23:11:46 -06 | 500 | | |
| Subject : ** Date : Su Status : Me Attachments : Fi | * Your -approval-! ** un, 1 Jun 2003 23:11:46 -06 | 500 | | |
| Date : Su Status : Me Attachments : Fi | un, 1 Jun 2003 23:11:46 -06 | | | |
| Status : Me Attachments : Fi | | | | |
| Attachments : Fi | essage quarantined by] | unk Email module (se | | |
| Fi | | | core High) | |
| (N | ilename | Size | Content Type | |
| (1) | NONE) | 508 | text/html | |
| (N | NONE) | 0 | | |
| To get your ap here. To be excluded here. Times 1gate | inance loan is approp pproved amount go 1 from further notic qDRt2989rpxT5-780Zsv | es go | K3355QqeR3-157 | |

You can also release or delete a message from this detailed screen, using the **Message Action** buttons.



3.4 Viewing & Managing ATTACHMENT Quarantined Messages

Those messages quarantined due to attachment type are stored in Attachments Quarantine. Messages with unwanted (or over-limit) attachments will appear on this screen only if you selected "Quarantine" as your Unwanted Attachment policy. (To view or change attachment policies, see section 4.6 Maintaining Attachment Policies on page 35.)

This screen provides information on the date and time the message(s) with unwanted attachments was delivered, the sender, the recipient, the subject of the message, the type of attachment that resulted in the message being quarantined, and the size of the attachment.

1. From the Quarantine tab (Quarantine) menu bar, click the <u>Attachments</u> text link.

| Message Quarantine | | | | | | | |
|--|------------|-----------------------------|----------------------|----------------------|--|-------------|--|
| Viruses (305) Junk Email (877) Attachments (4) Content Keyword (322) Search Attachment Quarantined Messages for karmaroo.com | | | | | | | |
| ✓ <u>Þ</u> |) ate | <u>From</u> | Το | <u>Subject</u> | <u>Attachment</u> <u>Type</u> | <u>Size</u> | |
| 0 | 6/18 11:01 | <u>bjohnson@mxloqic.net</u> | brad.johnson@karmaro | Managed Email Firewa | filter 'Managed Email Firewall Services.pdf' | 444KB | |
| 0 | 6/18 11:12 | <u>bjohnson@mxloqic.net</u> | brad.johnson@karmaro | Managed Email Firewa | filter 'Managed Email Firewall Services.pdf' | 444KB | |
| 0 | 6/18 11:12 | <u>bjohnson@mxlogic.net</u> | brad.johnson@karmaro | Managed Email Firewa | filter 'Managed Email Firewall Services.pdf' | 444KB | |
| _ o | 6/18 11:12 | <u>tspears@mxlogic.net</u> | tom.spears@karmaroo. | Managed Email Firewa | filter 'Managed Email Firewall Services.pdf' | 444KB | |
| | release | delete | | | empty quar | antine | |

- 2. To release or delete select messages, check (click) the corresponding checkboxes then either **release** or **delete** the selected messages using the buttons at the bottom of the page. (Clicking the checkbox again will deselect it.)
- **3.** To release or delete all messages on the page displayed, click the single checkbox at the bottom of the page, and click either **release** or **delete**.
- 4. To empty the entire contents (all pages) of the quarantine, click the **empty quarantine** button.
- 5. To view the actual message, including attachment details, before release or deletion, click the linked email address in the **From** column.



A Safe Message View displays.

| | Viru | ses (305) Junk Email | (877) Attachments (4) Conter | t Keyword (322) |
|--|--|--|----------------------------------|-----------------|
| lessage View | 1 | | | |
| From | bjohnson@mxlogic.net | | | |
| То | brad.johnson@karmaroo.co | m | | |
| Subject | Managed Email Firewall Ser | vices | | |
| | Wed, 18 Jun 2003 11:01:15 | 6-0600 | | |
| Status | Message quarantined Email Firewall Services. | | ntrol module (filter 'Man | aged |
| Attachments | Filename | Size | Content Type | |
| | (NONE) | 511 | text/html | |
| | Managed Email Firewall Services.pdf | 331493 | application/pdf | |
| Services." Visit www.m STOP SPAM, INCREASE CO | To learn more about M xlogic.com. pornography and virus NTROL over email poli | IX Logic and our es from reachin cy configuratio | | Firewall, |
| | ction: release delete | 1 | | |

You can also release or delete a message from this detailed screen, using the **Message Action** buttons.



3.5 Viewing & Managing CONTENT Quarantined Messages

Those messages quarantined due to content are stored in Content Keyword Quarantine. Messages with unwanted content will appear on this screen only if you selected "Quarantine" as one or more of your content policies. (To view or change content policies, see section 4.7 Maintaining Content Policies, on page 39.)

This screen provides information on the date and time the message with unwanted content was delivered, the sender, the recipient, the subject of the message, the keyword that resulted in the message being quarantined, and the size of the message.

| | Message Quarantine | | | | | | |
|--------------|-----------------------|-----------------------------|----------------------|------------------------------|----------------|-------------------|--|
| | | rmaroo.com 💌 | | k Email (1252) Attachments | Content Keywo | rd (413) Search | |
| Pag | jes: 1 <u>2 3 4 5</u> | [Next >] | | | | Page 1 of 5 | |
| \checkmark | <u>Date</u> | <u>From</u> | <u>To</u> | <u>Subject</u> | <u>Keyword</u> | Size | |
| | 06/01 09:29 | rford@mxlogic.net | rex.ford@karmaroo.co | Increase your penis | 'secret' | 10KB | |
| | 06/01 10:13 | <u>rford@mxlogic.net</u> | rex.ford@karmaroo.co | Is your neighbor a c | 'secret' | 9КВ | |
| Γ | 06/01 10:46 | <u>rford@mxlogic.net</u> | rex.ford@karmaroo.co | Am I Crazy?? Or is t | 'secret' | 2КВ | |
| | 06/01 11:19 | <u>tspears@mxlogic.net</u> | tom.spears@karmaroo. | Is your neighbor a c | 'secret' | 9КВ | |
| | 06/01 11:30 | rford@mxlogic.net | rex.ford@karmaroo.co | YOUR OPINION COULD B | 'confidential' | 4KB | |
| | 06/01 11:30 | <u>bjohnson@mxlogic.net</u> | brad.johnson@karmaro | Let's Go Get Stoned | proprietary | 11KB | |
| | 06/01 11:30 | <u>bjohnson@mxlogic.net</u> | brad.johnson@karmaro | Do your joints and b | 'secret' | 4KB | |
| | 06/02 03:24 | rford@mxlogic.net | rex.ford@karmaroo.co | Increase your penis | 'secret' | 10KB | |
| | 06/02 03:35 | <u>bjohnson@mxlogic.net</u> | brad.johnson@karmaro | Quit Smoking in 21 D | 'proprietary' | 1KB | |
| | 06/02 03:46 | <u>apowers@mxlogic.net</u> | austin.powers@karmar | Quit Smoking in 21 D | 'proprietary' | 1KB | |
| | 06/02 03:46 | rford@mxlogic.net | rex.ford@karmaroo.co | Sybil , Please Conf | 'secret' | 2KB | |
| | 06/02 03:57 | <u>tspears@mxlogic.net</u> | tom.spears@karmaroo. | Sybil , Please Conf | 'secret' | 2KB | |
| Paç | jes: 1 <u>2 3 4 5</u> | [Next >] | | | | Page 1 of 5 | |
| | release | delete | | | empty o | quarantine | |
| | | | | | | | |
| | | | | | | | |

1. From the Quarantine tab (Quarantine) menu bar, click the <u>Content Keyword</u> text link.

2. To release or delete select messages, check (click) the corresponding checkboxes then either **release** or **delete** the selected messages using the buttons at the bottom of the page. (Clicking the checkbox again will deselect it.)



- **3.** To release or delete all messages on the page displayed, click the single checkbox at the bottom of the page, and click either **release** or **delete**.
- **4.** To empty the entire contents (all pages) of the quarantine, click the **empty quarantine** button.
- 5. To view the actual message before release or deletion, click the linked email address in the **From** column.

A Safe Message View displays:

| Aessage Q | uarantine | | | | | |
|---|---|--|--|-----------------------------------|---------------------|-----------------|
| fe Message View | | Viruses (1126) Ju | ınk Email (421 | 5) Attach | nments Content Ke | word (1186) S |
| From : | apowers@mxlogic.r | net | | | | |
| To : | austin.powers@karr | rmaroo.com | | | | |
| Subject : | Quit Smoking in 21 | L Days Guaranteed! | | | | |
| | Sun, 1 Jun 2003 20 | | | | | |
| | | tined by Content m | odule (filter | r 'proprie | etary') | |
| Attachments : | Filename | | Size | | ntent ype | |
| | (NONE) | | 1147 | • • | 700 | |
| very backbor removes your associated w kick the hak Smoke-Free, Act Now and FAT BASHER, cravings the | he of the Final c cravings to s with nicotine w bit. In less th and on your wa receive a FREE created to cur at come when yo | y ALL HERBAL FOR ISmoke System. I smoke and reliev withdrawal, so y han 30 days, you ay to healthy li E BONUS supply o rb your appetite ou quit smoking. | t complet es the syn ou can Fi: will be ving. f our pate and the | ely mptoms nally complet | ely | |
| START YOUR S GUARANTEED! | 3MOKE-FREE LIFE !!!! | 5 TODAY | | | | |
| Message Ad | tion: release | delete | | | | |

You can also release or delete a message from this detailed screen, using the **Message Action** buttons.



3.6 Searching for Quarantined Messages by User (Recipient)

You can search for quarantined messages for a particular recipient.

1. From the Quarantine tab (Quarantine) menu bar, click the <u>Search</u> text-link.

The Search screen displays:

| Message Quarantine |
|--|
| Viruses (294) Junk Email (1246) Attachments Content Keyword (412) Search |
| Search Quarantined Messages for karmaroo.com |
| Recipient Email: @karmaroo.com Search |
| |

2. Enter the recipient's exact email address, and click the Search button.

All results display on a single page:

| Message Quarantine | | | | |
|--|----------------------|----------------------------|-----------------|-------------------|
| Domain: karmaroo.com 💌 | | Email (4182) Attachments | Content Keyword | l (1178) Search |
| Recipient Email: austin.powers | @karmaroo.com Se | arch | | |
| ✓ <u>Date</u> <u>From</u> | <u>To</u> | <u>Subject</u> | Туре | <u>Size</u> |
| D 05/30 07:22 apowers@mxlogic.net | austin.powers@karmar | Check this out! | Virus | 62KB |
| D5/30 09:23 apowers@mxlogic.net | austin.powers@karmar | Check this out! | Virus | 62KB |
| 🔲 05/30 10:29 <u>apowers@mxlogic.net</u> | austin.powers@karmar | Check this out! | Virus | 62KB |
| 🔲 05/30 11:57 apowers@mxlogic.net | austin.powers@karmar | Check this out! | Virus | 62KB |
| 🔲 05/30 13:36 apowers@mxlogic.net | austin.powers@karmar | Check this out! | Virus | 62KB |
| 06/09 15:55 <u>apowers@mxlogic.net</u> | austin.powers@karmar | Hows it going loser? | Content | 430b |
| 06/09 15:56 apowers@mxlogic.net | austin.powers@karmar | Earn Some Extra Cash | Spam | 2KB |
| 🔲 06/09 16:06 apowers@mxlogic.net | austin.powers@karmar | RE: You 200\$ | Spam | 1KB |
| release delete | | | | |



- **3.** To release or delete select messages, check (click) the corresponding checkboxes then either **release** or **delete** the selected messages using the buttons at the bottom of the page. (Clicking the checkbox again will deselect it.)
- 4. To release or delete all messages on the page displayed, click the single checkbox at the bottom of the page, and click either **release** or **delete**.
- 5. To view the actual message, including spam details, before release or deletion, click the linked email address in the **From** column.

A Safe Message View displays:

| lessage 🛛 | luarantine | | | | |
|----------------------|---|--------------------|--------------------|-----------------|------------------------------|
| | | Viruses (1290) . | Junk Ernail (4638) | Attachments | Content Keyword (1296) Sea |
| e Message View | 1 | | | | |
| From | apowers@mxlogic.ne | ŧ | | | |
| То | austin.powers@karm | aroo.com | | | |
| Subject | ** You are -Approve | d | | | |
| Date | Mon, 2 Jun 2003 09: | 39:40 -0600 | | | |
| | Message quarantii | ned by Junk Ema | il module (sco | re High) | |
| Attachments | Filename | | Size | Content Type | |
| | (NONE) | | 462 | text/html | |
| To get your here. | efinance loan is approved amount ded from further | go | | | |
| Message A | ction: release (| delete | | | |
| | | | | | |

You can also release or delete a message from this detailed screen, using the **Message Action** buttons.

4 POLICIES TAB

| 4.1 | Introduction – Policies Tab Functionality | 25 |
|-----|---|----|
| 4.2 | Maintaining Allow/Deny Lists | 27 |
| 4.3 | Maintaining the Exempt Users List | 30 |
| 4.4 | Maintaining Anti-Spam Policies | 31 |
| 4.5 | Maintaining Anti-Virus Policies | 33 |
| 4.6 | Maintaining Attachment Policies | 35 |
| 4.7 | Maintaining Content Policies | 39 |
| 4.8 | Maintaining HTML Shield Policies | 41 |



4.1 Introduction – Policies Tab Functionality

When you click the Policies tab (B Policies), the Policy Configuration screen displays a summary of the current inbound policies.

| Policy Configuration | | | |
|--------------------------------|---|--------------------|-------------------|
| | rmaroo.com | | |
| Current Policie Policy Type | es - Inbound Conditions | Actions | |
| Allow/Deny | 3 Allowed Sender(s) | Accept Message | [Modify] |
| Allow/Deny | 6 Blocked Sender(s) | Deny Delivery | |
| Exempt Users | 2 Exempt Recipient(s) | Accept Message | [<u>Modify</u>] |
| Anti-Spam | Medium likelihood of spam | Quarantine Message | [<u>Modify</u>] |
| Anti-Spam | High likelihood of spam | Deny Delivery | |
| Anti-Virus | Message contains a virus | Quarantine Message | [<u>Modify</u>] |
| Attachment | Attachment filename contains "federalaudit" | Quarantine Message | [<u>Modify</u>] |
| Attachment | Attachment filename ends with ".ozm" | Quarantine Message | |
| Attachment | Attachment filename is "ceospeech.wav" | Accept Message | |
| Content | Message contains word from 'Profanity' | Quarantine Message | [<u>Modify</u>] |
| Content | Message contains word from 'Racially Insensitive' | Quarantine Message | |
| Content | Message contains word from 'Sexual Overtones' | Quarantine Message | |
| HTML Shield | Medium - Strip malicious HTML and scripts | Strip | [<u>Modify</u>] |
| HTML Shield | Message contains image references | Replace | |
| HTML Shield | Message contains spam "beacons" / web bugs | Strip | |

The summary screen shows all **Policy Types** available, their **Conditions**, the **Action** assigned for each condition, and the option to **Modify** each policy type.

The Policy Types are as follows:

| Allow/Deny | Allow List entries are not filtered for Junk (Anti-Spam) email, attachments, or content. (<i>Note: Virus scanning is never disabled</i> .) | | |
|--------------|--|--|--|
| | Deny List entries are refused and not delivered to the recipient(s). | | |
| Exempt Users | The Exempt Users list contains recipients that do not have their mail filtered for Junk (Anti-Spam) email, attachments, or content. (<i>Note: Virus scanning is never disabled.</i>) | | |
| Anti-Spam | The Anti-Spam settings indicate how you want the system to handle evident (high likelihood) and probable (medium likelihood) Spam email. | | |



| Anti-Virus | The Anti-Virus settings indicate how you want the system to handle messages containing a virus. |
|-------------|---|
| Attachment | The Attachment settings indicate which file types to allow and size restrictions for those files, how the system will handle disallowed attachments, and the action to take on any specific attachment filenames you identify. |
| Content | The Content policies enable you to indicate unacceptable or suspicious content keywords and the action the system takes when any of those keywords exist in inbound-email content. |
| HTML Shield | The HTML Shield settings indicate how you want the system to handle HMTL coding in inbound messages. |



4.2 Maintaining Allow/Deny Lists

You can configure MX Logic Email Defense to recognize specific sender addresses that are either always-acceptable (Allow lists) or never acceptable (Deny lists) for your domain. The Allow/Deny policies contain IP Addresses, Domain Names, and/or Email Addresses that are allowed or denied, regardless of the other policies applied by the system. (*Note: Virus scanning is never disabled*.)

• Allow List entries are not filtered for spam, attachments, content, or HTML.

Using Allow lists ensures that email from specific sender addresses or domains are always delivered to the recipient (unless they contain a virus). Any newsletters that your employees are permitted to receive should be added to this list to avoid policy-filtering actions.

• **Deny List** entries are refused and not delivered to the recipient(s). Using Deny lists ensures that email from specific sender addresses or domains are always blocked, whether or not they contain viruses, spam, etc. that would otherwise be detected by the system.

To modify the Allow/Deny policies:

1. From the Policies tab (Policies), click the corresponding <u>Modify</u> text link.

| Allow/Deny | 3 Allowed Sender(s) | Accept Message | [<u>Modify</u>] |
|------------|---------------------|----------------|-------------------|
| Allow/Deny | 6 Blocked Sender(s) | Deny Delivery | |

The Allow/Deny List management page displays.



| Policy Configuration | |
|--|--|
| Allow/Deny List Management for karmaroo.com | |
| ✓ Allow List | |
| Add Entry: Add >> expedia.com newalerts@instantnewsbulletins.com | |
| Note: Entries present on the allow list will not be filtered for Junk email, attachments or content. Virus scanning is never disabled. | |
| Upload Allow List: Browse Upload File | |
| X Deny List Add Entry: Add >> Intry: Add >> Note: Entries on the deny list will be refused and not delivered to the recipient(s). < Remove *@kongmail.com spammer.com | |
| Upload Deny List: Browse | |
| Allow/Deny List Management Help: The following values are allowed in adding list entries: IP Address IP address (10.10.10.1) or partial address with wildcards (10.10.10.*) Domain Name Qualified domain name (xyz.com) or wildcard (*.xyz.com) Sender Address Complete e-mail address (user@xyz.com) or partial address (*@xyz.com) When uploading a file, the file should be formatted with one entry (IP Address, Domain Name, or Sender Address) on each line. | |

The guidelines listed at the bottom of the screen define what entries are valid.

2. To add a value to either list, type the value in the appropriate Add Entry field then click the Add button.

The value should appear in the corresponding list box.

3. To upload (add) a list from a file, in the appropriate **Upload List** field, either enter the file path or click **Browse** to locate the file, and click the **Upload File** button.

(The file should be formatted with one entry on each line.)



The file values should appear in the corresponding list box.

4. To remove a value from either list, select the value from the list box then click the **Remove** button.

The page will refresh, and the value should be omitted from the list box.



4.3 Maintaining the Exempt Users List

The Exempt Users list contains recipients who are exempt from having their mail filtered for Junk (Anti-Spam) email, attachments, or content. This may be a useful feature if certain end users frequently receive legitimate email that may be confused with spam, such as the classified ads department of a newspaper.

Note: Virus scanning is never disabled.

To modify the Exempt Users list:

1. From the Policies tab (Policies), click the corresponding <u>Modify</u> text link.

The Exempt Users page for your domain displays.

| Policy Configuration | | | |
|--|-----------|--|--|
| Exempt Users for karmaroo.com | | | |
| Add Entry: | Add >> | bferko@karmaroo.com rblanchard@karmaroo.com | |
| Note: Recipients present on the Exempt Users list will not have their mail filtered for Junk email, attachments or content. Virus scanning is never disabled. | << Remove | | |
| Exempt Users Help: Enter only fully qualified email addresse your domain (ie. "user@karmaroo.com"). | | pt Users list. All addresses must be in | |

2. To add a user to the Exempt list, enter a complete valid email address (for your domain only) in the Add Entry field, and click the Add button.

The entry should appear in the list box.

3. To remove a user from the Exempt list, select the user from the list box, and click the Remove button.

The page will refresh, and the user should be omitted from the list box.



4.4 Maintaining Anti-Spam Policies

The Anti-Spam settings indicate how you want the system to handle evident (high likelihood) and probable (medium likelihood) Spam email.

For additional security, you can also enable additional, independent functions. The RBL, RSS, and DUL lists (for definitions, see the Glossary) are services maintained by the Mail Abuse Prevention System (MAPS)SM. These lists, which are databases of known spammer addresses, offer some of the best available protection from spammers. However, they may occasionally block legitimate email from getting through, or may block a legitimate sender address that has been wrongly (or unfairly) listed as a spammer. Because these functions operate outside of MX Logic, you should investigate them further before enabling them. More information about MAPS and MAPS databases is available from its website: <u>http://mail-abuse.org</u>.

To modify the Anti-Spam policies:

1. From the Policies tab (Policies), click the corresponding <u>Modify</u> text link.

| Anti-Spam | Medium likelihood of spam | Tag Subject | [<u>Modify</u>] |
|-----------|---------------------------|--------------------|-------------------|
| Anti-Spam | High likelihood of spam | Quarantine Message | |

The Anti-Spam Policies page displays.

| Policy Configuration | |
|--|--|
| Anti-Spam Policies for karmaroo.com | |
| If a message is probably spam (medium likelihood): © Prepend "SPAM:" to message subject © Quarantine the message | |
| C Deny Delivery If a message is almost certainly spam (high likelihood): C Prepend "SPAM:" to message subject Quarantine the message C Deny Delivery | |
| Enable Real Time Blackhole List (RBL) (what's this?) Enable Dial-Up User List (DUL) (what's this?) Enable Relay Spam Stopper List (RSS) (what's this?) | |
| Update Policy Cancel | |

2. Select an action for an inbound message that is probably spam (**medium likelihood**). The options are as follows:



- **Prepend "SPAM:" to message subject** This will deliver the message to the recipient with only the Subject-line altered.
- **Quarantine the message** This will place the message in the recipient's Junk Email Quarantine.
- **Deny Delivery** This will prevent the message from being delivered to the recipient.
- **3.** Select an action for an inbound message that is almost certainly spam (**high likelihood**). The options are identical to those detailed in step 2 for medium likelihood.
- **4.** To enable any of the additional functions offered: The Realtime Blackhole List (RBL)SM, the Relay Spam Stopper List (RSS)SM, and/or the Dial-up User List (DUL)SM, click the corresponding checkbox.

(To disable the function, click the checkbox again to remove the checkmark). To review a description of these function, click the corresponding (<u>what's this</u>) text-link.

- **5.** To update the Anti-Spam policy with all your changes, click the **Update Policy** button.
- 6. To exit the screen without saving your changes, click Cancel.



4.5 Maintaining Anti-Virus Policies

The Anti-Virus settings indicate how you want the system to handle inbound messages that contain a virus. MX Logic Email Defense Service operates on the assumption that viruses are never wanted by your enterprise. Only a network administrator can make the decision to release an infected message to its intended recipient. *Note:* Recipients who were sent an infected email will receive a notice with their message that the virus has been cleaned or stripped.

To modify the Anti-Virus policies:

1. From the Policies tab (Policies), click the corresponding Modify text link.

| Anti-Virus | Message contains a virus | Quarantine Message | [<u>Modify</u>] |
|------------|--------------------------|--------------------|-------------------|
|------------|--------------------------|--------------------|-------------------|

The Anti-Virus Policies page displays.

| Policy Con | figuration | | |
|---------------------|--|--|--|
| Anti-Virus Policies | for karmaroo.com - Inbound | | |
| | If a message contains a virus: C Clean the message Quarantine the message C Strip the attachment C Deny Delivery | If a message cannot be cleaned: Quarantine the message Strip the attachment Deny Delivery | |
| | Update Po | licy Cancel | |

2. Select an action for a message containing a virus.

The options are as follows:

- **Clean the message** This will clean the virus from the message, and still deliver the email to the recipient. (*Note:* Selecting this option requires that you complete step 3.)
- **Quarantine the message** This will place the message in the recipient's Virus Quarantine.
- **Strip the attachment** This will deliver only the message text to the recipient after removing the attachment.
- Deny Delivery This will prevent the message from being delivered to the recipient.
- **3.** If you select "Clean the message" in step 2, then the secondary-action options become active, and you must select an action for messages that cannot be cleaned.



The options are similar to those in step 2, as follows:

- Quarantine the message
- Strip the attachment
- Deny Delivery
- **4.** To update the Anti-Virus policy with all your changes, click the **Update Policy** button.
- 5. To exit the screen without saving your changes, click Cancel.



4.6 Maintaining Attachment Policies

The Attachment policies allow you to indicate the following:

- File types to allow
- Size restrictions for each allowed file
- The action to take on disallowed attachments (any attachment types not specified as "allowed" are considered "disallowed")
- Actions to take on any specific attachment filenames you identify

To modify the attachment policies:

1. From the Policies tab (Policies), click the corresponding **Modify** text link.

| Attachment | Attachment filename contains "federalaudit" | Quarantine Message | [<u>Modify</u>] |
|------------|---|--------------------|-------------------|
| Attachment | Attachment filename ends with ".ozm" | Quarantine Message | |
| Attachment | Attachment filename is "ceospeech.wav" | Accept Message | |
| Attachment | Audio Files of any size | Accept Message | |
| Attachment | Video/Movie Files of any size | Accept Message | |
| Attachment | Image Files of any size | Accept Message | |
| Attachment | Executables of any size | Accept Message | |
| Attachment | Scripts of any size | Accept Message | |

The Attachment Control Policies page displays.



Policy Configuration

Attachment Control Policies for karmaroo.com - Inbound

Action to take for disallowed attachments:

C Deny Delivery

 Strip Attachment
 Quarantine Message
 By default, all attachments which are not on the allow list (below) will be filtered with the selected action. Attachments are scrutinized by filename, MIME content type and binary composition.

Allowed attachment types:

| recording | nent Type | Max Size | | Attachment Type | Max Size |
|---|--|----------------------------------|------------------------------|---|--|
| | oft Word Documents | Any Size 💌 | | | Any Size 💌 |
| | oft Powerpoint ents | Any Size 💌 | | Video/Movie Files (.mov, .mpg, .mpeg, .vdo,) | Any Size 💌 |
| Microso | ft Excel Documents t,) | Any Size 💌 | V | Image Files (.gif, .jpeg, .bmp, .tiff,) | Any Size 💌 |
| Microso | ift Access Files mda,) | Any Size 💌 | V | Executables (.exe, .dll,) | Any Size 💌 |
| Other M (.frm, .w | licrosoft Office Files /mf,) | Any Size 💌 | V | Scripts (.vbs, .js, .php, .bat,) | Any Size 💌 |
| Adobe / (.pdf, | Acrobat (PDF) Files) | Any Size 💌 | | ASCII Text Files (.txt,) | Any Size 💌 |
| Macinto | osh Files qx,) | Any Size 💌 | | Postscript Files (.ps,) | Any Size 💌 |
| | essed or Archived Files .gzip, .tar,) | Any Size 💌 | | All Other Files | Any Size 🔻 |
| Update | | | | | |
| | Filename Policies | | | | |
| olicy Type | Conditions | | Action | | |
| olicy Type ttachment | Conditions Attachment filename con | | Quarantine N | - | [<u>Delete</u>] |
| olicy Type ttachment ttachment | Conditions Attachment filename con Attachment filename end | ls with ".ozm" | Quarantine N Quarantine N | lessage | [Delete] |
| Attachment Policy Type Attachment Attachment Attachment | Conditions Attachment filename con | ls with ".ozm" | Quarantine N | lessage | |
| Policy Type Attachment Attachment | Conditions Attachment filename con Attachment filename end Attachment filename is " | ls with ".ozm" ceospeech.wav" | Quarantine N Quarantine N | lessage ry | [<u>Delete</u>] [<u>Delete</u>] |

2. From the **Action to take for disallowed attachments** box at the top of the screen, select how you want the system to handle all disallowed attachments.

The options are as follows:

- **Deny Delivery** This will prevent the message from being delivered to the recipient.
- **Strip Attachment** This will deliver only the message text to the recipient after removing the attachment.



- **Quarantine Message** This will place the message in the recipient's Attachment Quarantine.
- **3.** From the **Allowed Attachment Types** area, select all attachment types you want "allowed" by placing a check in the corresponding checkbox.

Note: Any attachment types without checkmarks are considered "disallowed".

To view all qualifying file extensions for an attachment type listed, click on the file extensions for that attachment type. The complete list for that attachment displays next to the **Update Policy** button.

| Allowed attachment types: | | | | | |
|--|------------|------------------------------------|-------------------------|--|--|
| Attachment Type | Max Size | Attachment | Type Max Size | | |
| Microsoft Word Documents (.doc, .dot,) | Any Size 💌 | ✓ Audio Files (.wav, .mp3, . | .snd, .mid,) Any Size 💌 | | |
| Microsoft Powerpoint Documents (.ppt, .pps,) | Any Size 💌 | ✓ Video/Movie (.mov, .mpg,) | | | |
| Microsoft Excel Documents (.xls, .xlt,) | Any Size 💌 | ✓ Image Files (.gif, .jpeg, .b | | | |
| Microsoft Access Files (.mdb, .mda,) | Any Size 💌 | Executables (.exe, .dll,) | | | |
| Other Microsoft Office Files (.frm, .wmf,) | Any Size 💌 | ✓ Scripts (.vbs, .js, .ph) | p, .bat,) Any Size 💌 | | |
| Adobe Acrobat (PDF) Files (.pdf,) | Any Size 💌 | ASCII Text F | Files Any Size 💌 | | |
| Macintosh Files (.bin, .hqx,) | Any Size 💌 | Postscript Fi (.ps,) | iles Any Size 💌 | | |
| Compressed or Archived Files (.z, .zip, .gzip, .tar,) | Any Size 💌 | Air other Sil | Any Size 💌 | | |
| Update Policy .vbs, .js, .php, .bat, .vba, .vbe, .hta, .wsh, .wst, .sct, .asp, .htx, .vbe, .acc, .ccs, .php, .php3, .wsc | | | | | |

4. For each allowed (checked) attachment type, set the maximum allowable size for that attachment type by either selecting a value from the corresponding Max Size drop-down list or accepting "Any Size" (default).

| Any Size 💌 | · |
|------------|---|
| Any Size | |
| 500 KB | |
| 1 MB | |
| 2 MB | |
| 5 MB | |
| 10 MB | |
| 15 MB | |

- 5. To save your Allowed and Disallowed policy changes, click the **Update Policy** button.
- 6. To exit the screen without saving your Allowed and Disallowed policy changes, click the **Finished** button at the bottom of the screen.



- 7. To add an Attachment Filename Policy:
 - **a.** From the first drop-down list, select a filename qualifier.

| Attachment Fi | lename Policies | | |
|---------------|---|--|-------------------|
| Policy Type | Conditions | Action | |
| Attachment | Attachment filename contains "federalaudit" | Quarantine Message | [<u>Delete</u>] |
| Attachment | Attachment filename ends with ".ozm" | Quarantine Message | [<u>Delete</u>] |
| Attachment | Attachment filename is "ceospeech.wav" | Allow Delivery | [<u>Delete</u>] |
| Filenam | is contains | Allow delivery Allow delivery Quarantine the message | Add Policy |
| | | Strip the offending content Deny delivery d | |

- **b.** In the text box, enter the partial or complete filename (based on the qualifier selected is step a).
- c. From the last drop-down list, select the action to take for the defined filename.
- d. Click the Add Policy button.

The filename policy you entered should appear in the Attachment Filename Policies list.

8. To delete an existing Attachment Filename Policy, click the corresponding <u>Delete</u> text-link.

The filename policy you selected is removed in the list.

9. To exit the page, click the Finished button.

Note: Any Allowed and Disallowed policy changes you made are saved *only* by clicking the Update Policy button at the bottom of the Allowed Attachment Types section. If you have not yet saved changes you made in steps 2 - 4, go to step 5.



4.7 Maintaining Content Policies

The Content policies enable you to indicate unacceptable or suspicious content keywords and the action the system should take when any of those keywords exist in inbound-email content. These policies are customizable for your environment:

- Three static groups exist in the system: Profanity, Racially Insensitive, and Sexual Overtones. These groups can only be enabled or disabled (you cannot modify their contents).
- You can create new lists (groups) and modify their contents or delete them as needed.

To modify the content policies:

1. From the Policies tab (Policies), click the corresponding Modify text link.

| Content | Message contains word from 'Profanity' | Quarantine Message | [<u>Modify</u>] |
|---------|---|--------------------|-------------------|
| Content | Message contains word from 'Racially Insensitive' | Quarantine Message | |
| Content | Message contains word from 'Sexual Overtones' | Quarantine Message | |

The Current Content Groups page displays.

| Policy Configuration | | | | |
|----------------------------------|--------------|----------------|-------------------|--|
| Current Content Groups for karma | aroo.com | - Inbound | | |
| Content Group | Active | Actions | | |
| | | Quarantine 🛛 🔽 | [Edit Delete] | |
| Profanity | \checkmark | Quarantine 💌 | [<u>View</u>] | |
| Racially Insensitive | \checkmark | Quarantine 💌 | [<u>View</u>] | |
| Sexual Overtones | • | Quarantine 💌 | [<u>Yiew</u>] | |
| | | Finished | | |
| Group Name: Keywords: | | Save Group | | |



2. To view the contents of any static content group, click the corresponding <u>View</u> text-link. The selected group's content populates the **Keywords** list box.

Note: You cannot modify the contents of these static content groups; you can only disable or enable them (step 3), or change the actions assigned to them (step 4).

- **3.** To enable or disable any Content Group, simply check or uncheck the corresponding **Active** checkbox.
- **4.** To assign an action to a group, the group must first be "Active" (see step 3), then you can select from the corresponding **Actions** drop-down list.

The options are as follows:

- Tag message This will deliver the message, but tag it.
- **Quarantine** This will place the message in the recipient's Content Keyword Quarantine.
- **Deny** This will prevent the message from being delivered to the recipient.
- 5. To create a new content group:
 - **a.** From the top (blank) Content Group line, click the **<u>Edit</u>** text-link.
 - **b.** In the **Group Name** field, enter a new content group name.
 - **c.** In the **Keywords** list box, enter the keywords you want include in that group (placing each term on a separate line).
 - d. Click the Save Group button.

The new group appears in the Content Group list, disabled (not "Active").

- e. To activate the new content group and assign an action, see steps 3 4.
- **6.** To modify a content group:
 - **a.** Click the corresponding **<u>Edit</u>** text-link.

The selected group's content populates the **Keywords** list box.

- **b.** In either the **Keywords** list box or **Group Name** field, change the contents as needed.
- **c.** Click the **Save Group** button. The group appears in the Content Group list, disabled (not "Active").
- **d.** To activate the content group and assign an action, see steps 3 4.
- To delete a content group, click the corresponding <u>Delete</u> text-link.
 The selected content group should no longer appear in the Content Group list.
- 8. To exit the screen, click the **Finished** button.



4.8 Maintaining HTML Shield Policies

The HTML Shield settings indicate how you want the system to handle HMTL coding in inbound messages.

To modify the HTML Shield policies:

1. From the Policies tab (Policies), click the corresponding Modify text link.

| HTML Shield | Medium - Strip malicious HTML and scripts | Strip | [<u>Modify</u>] |
|-------------|--|---------|-------------------|
| HTML Shield | Message contains image references | Replace | |
| HTML Shield | Message contains spam "beacons" / web bugs | Strip | |

The HTML Shield Policies page displays.

| Policy Configuration | |
|--|--|
| HTML Shield Policies for karmaroo.com | |
| | |
| O No protection O Low | |
| Remove malicious HTML tags (iframe, frame, layer, span, meta, style) | |
| © Medium | |
| Remove malicious HTML tags (iframe, frame, layer, span, meta, style) Disable all Javascript/Java/ActiveX (script, style, embed, object, applet) Remove HTML comments Remove invalid HTML attributes | |
| C High • Strip (remove) all HTML | |
| Enable spam "beacon" and web bug blocking (what's this?) | |
| Replace all image links with a default transparent image | |
| Update Policy Cancel | |

2. Select your HTML policy from the available radio buttons.

The options are as follows:

- No protection This provides no HTML protection from messages.
- Low This removes malicious HTML tags from messages.
- **Medium** This removes malicious tags, disables all Javascript/Java/ActiveX, removes HTML comments, and removes invalid HTML attributes from messages.
- **High** This strips (removes) all HTML from messages.
- 3. You can also enforce further HTML policies by checking the appropriate checkboxes:



- Enable spam "beacon" and web bug blocking This blocks spam "beacons" and web bugs that can access information about the recipient without their knowledge.
- **Replace all image links with a default transparent image** This reduces the size of image-intensive messages.
- 4. To save your changes to the HTML Shield policies, click the Update Policy button.
- 5. To exit the screen without saving your changes, click the Cancel button.



5 SETUP TAB

| 5.1 | Setting up Inbound Servers | _44 |
|-----|-----------------------------------|-----|
| 5.2 | Enabling/Disabling Spam Reporting | _46 |
| 5.3 | Changing Your Password | _48 |



5.1 Setting up Inbound Servers

This page enables you to configure MX Logic Email Defense Service to deliver inbound SMTP traffic properly to the mail server(s) at your domain.

To setup inbound servers:

1. Click the Setup tab (^{Setup}).

The menu bar displays the various pages you can access within this tab-screen:

| Configuration | |
|----------------------|--|
| Domain: karmaroo.com | Inbound Servers Sparn Reporting Password |

By default, the first screen that displays is the Inbound Servers setup for the selected domain. You can also access this screen from any other Setup tab-screen by clicking **Inbound Servers** on the menu bar.

| Configuration | | | | |
|--|--|---|--|----------------------------|
| Domain: karmaroo.com 💌 |) | | Inbound Servers | s Sparn Reporting Pass |
| ound Servers Setup | | | | |
| SMTP Host Address | Port | Preference | ✓Active | |
| mail3.karmaroo.com | 25 | 5 | | Update Delete |
| mail2.karmaroo.com | 25 | 5 | V | Update Delete |
| mail4.karmaroo.com | 25 | 10 | \mathbf{v} | Update Delete |
| , | | | | |
| | | | | Update Delete |
| Inbound Servers S In order to configure definitions: | etup Help: e proper delivery to inbo | und SMTP servers ple | | |
| In order to configure | | ound SMTP traffic. | ease refer to th | e following field |
| In order to configure definitions: | e proper delivery to inbo Host to delivery inb | ound SMTP traffic. ne. | ease refer to th Provide either | e following field |
| In order to configure definitions: SMTP Host Address | e proper delivery to inbo Host to delivery inb address or full hostnar | ound SMTP traffic. ne. 25. If different, speci iis server. When de | ease refer to th Provide either ify here. slivering mail, - | e following field an IP |



2. In a blank line in the SMTP Host Address column, enter your full hostname for your domain's SMTP.

Enter either an IP address or a full hostname.

- **3.** Enter the server port for SMTP traffic in the corresponding **Port** field. Normally this is port 25.
- 4. Enter a **Preference** value for each SMTP.

Enter the preference value for this mail server (MTA). This value indicates which mail server (if you have multiple MX records) will receive mail first. The higher priority mail server should have the lowest preference value (*e.g.*, '10' for your highest priority mail server, '20' for your secondary mail server, etc.). If for some reason the mail server with highest priority is unable to receive incoming email, then email will be delivered to the mail server with the next highest priority, and so on. *Note:* if two mail servers have the same preference value, MX Logic will balance email delivery between them.

5. To activate or deactivate a SMTP host, check or uncheck the corresponding **Active** checkbox.

These connections can be turned on and off as needed, without being reconfigured, simply by checking or un-checking the **Active** box.

- 6. To ensure that any new configurations or changes are saved and applied, click the corresponding **Update** button.
- 7. To delete an STMP, click the corresponding **Delete** button.



5.2 Enabling/Disabling Spam Reporting

MX Logic Email Defense Service enables end users to manage their own spam quarantine, as well as create their own list of allowed email senders. However, for this functionality to become operational, as the MX Logic Email Defense Service administrator, you must first activate Spam Summary Reporting.

By enabling the Spam Summary Reporting feature, end users will receive periodic summaries of quarantined spam messages intended for them. By utilizing this feature, the administrator relives the burden of managing the entire spam quarantine at the domain level, instead pushing the responsibility to end users who can view and clean out their personal spam quarantine at their convenience.

Recipient spam summary reporting enables email delivery of quarantine reports to all users with messages quarantined as junk email (spam). Recipients may view and delete or release quarantined messages listed in the delivered report. When initially enabled, reports are delivered daily. However, users may personalize the delivery frequency within the report they receive.

To manage spam reporting:

1. From the Setup tab (Setup) menu, click the **Spam Reporting** text-link.

| Configurat | ion |
|-------------------|---|
| Domain: karmaro | Inbound Servers Spam Reporting Password |
| Recipient Spam Re | eports |
| ſ | Recipient spam quarantine reporting |
| | Enabled (report delivery ON) |
| | C Disabled (report delivery OFF) |
| | Update Cancel Recipient spam summary reporting enables email delivery of quarantine reports to all users which have messages that have been quarantined as junk e-mail (spam). Recipients may delete, view and release quarantined messages that are listed in the delivered report. When initially enabled, reports are delivered on a daily basis. Recipients may however personalize the frequency of delivery by choosing their desired reporting period within the email. |

The Recipient Spam Reports page displays.



- 2. Enable or Disable this feature completely by selecting the appropriate radio button.
- **3.** To save your change, click **Update**.
- 4. To exit the screen without saving any changes, click Cancel.

Once the Spam Summary Reporting feature has been enabled, end users will receive Spam Summary Reports by email. The Reports appear as follows:

| To view a message, s message and add the | imply click on the Subject. | ich have been quarantined. To move a message to your Inbox, Iders List, click the "Always Allow" lini nmary Report. | | |
|---|-------------------------------|--|------|--|
| Spam Sumn | iary Report | | | |
| Spam Summary Rep | ort for demo@demo.com | 1 | | |
| Date | From | Subject | Size | |
| 01/28/2003 10:53 AM | bulkmail@karmaroo.com | Need Some Extra Cash?29898 | 3kb | [Release Always Allow] |
| 01/28/2003 10:53 AM | bulkmail@karmaroo.com | If you're not losing hair, don | 4kb | [Release Always Allow] |
| 01/28/2003 10:53 AM | bulkmail@karmaroo.com | eBay, Declare Independence! Jo | Зkb | [<u>Release</u> <u>Always Allow</u>] |
| 01/28/2003 10:53 AM | bulkmail@karmaroo.com | Free New Cars for the Taking | 4kb | [Release Always Allow] |
| 01/28/2003 10:53 AM | bulkmail@karmaroo.com | Get Professional Web Hosting f | 6kb | [Release Always Allow] |
| 01/28/2003 10:53 AM | bulkmail@karmaroo.com | Work at Home & Make Great Mone | 5kb | [<u>Release</u> <u>Always Allow</u>] |
| | | [<u>Delete All</u>] | | |
| | | | | |
| Continue to send this | summary every: <u>day</u> 2 | <u>2 days 3 days week never</u> | | |

With this Spam Summary Report:

- Users can release **[Release]** one or more of the emails to their inbox (this is especially useful in the case of false positives, *i.e.*, legitimate email accidentally captured as spam), and then delete all remaining spam emails **[Delete All]**.
- Users can also add a sender to their personal "Allow List" by clicking the [Always Allow] text-link; this will release the quarantined email, and will prevent future quarantining of email from that particular address. (*Note:* Because domain-level policies always override end-user policies, email from an address on an end user's "Allow List" will still be blocked if the same email address or domain is on the domain-level "Deny List.")
- Users can each choose the frequency that they receive their Spam Summary Report (every one, two, or three days, every week, or never).



5.3 Changing Your Password

You can change your password at any time for the domain (email address) you used to log into the MX Control Console.

To change your password:

1. From the Setup tab (Setup) menu, click the **Password** text-link.

The Password Change page displays.

| Configuration | 1 | |
|----------------------|----------------------------------|---|
| Password Change | | Inbound Servers Spam Reporting Password |
| E-mail Address: | austin.powers@karmaroo.com | |
| Old Password: | | |
| New Password: | | |
| Retype New Password: | Six-character minimum; no spaces | |
| | continue | |

- 2. Enter your Old Password.
- **3.** Enter a New Password.

Your password must be at least six-characters long, containing no spaces.

- 4. Confirm your new password by entering it again in the Retype New Password field.
- 5. Click the continue button.
 - If your password cannot be changed, a popup message denotes the reason.
 - If your password changed successfully, the page will refresh, displaying "Password Changed" in red text at the top.



6 USERS TAB

| 6.1 | Searching for U | sers & Viewing | User Details | 50 |
|-----|-----------------|----------------|--------------|----|
|-----|-----------------|----------------|--------------|----|

- 6.2 Changing User Roles & Settings _____ 53
- 6.3 Accessing Quarantined Messages for a User _____ 55



6.1 Searching for Users & Viewing User Details

From the Users tab, you can search for users and view user details. User details include account and login information as well as messaging traffic for that user.

To search for users:

1. From the tab menu, click the Users tab (¹¹ Users).

The User Management page displays.

| Domain: karmaroo.com | | | |
|-----------------------------------|---------------------|----------------|-----------------|
| | | | Search |
| Quick Jump: A B C D E F (| G H I J K L M N O P | Q R S T U V W | X Y Z Other All |
| Pages: 1 <u>2 3 4 [Next >]</u> | | | Page 1 of 4 |
| User | Role | Last Login | Date Created |
| <u>alamode@karmaroo.com</u> | Customer Admin | 06/04/03 13:06 | 06/04/03 10:32 |
| austin.powers@karmaroo.com | Customer Admin | 05/22/03 13:03 | 09/11/02 10:43 |
| <u>bradford@karmaroo.com</u> | User | 05/22/03 14:17 | 05/22/03 14:17 |
| <u>bill.lewis@demo.com</u> | Domain Admin | 12/11/02 11:35 | 12/11/02 11:35 |
| <u>cqey@karmaroo.com</u> | Customer Admin | 12/19/02 02:58 | 11/15/02 09:19 |
| <u>bulkmail@karmaroo.com</u> | User | 11/14/02 14:09 | 11/14/02 14:09 |
| capehart@karmaroo.com | Customer Admin | 06/02/03 09:03 | 06/02/03 08:07 |
| | Domain Admin | 11/26/02 16:52 | 11/26/02 16:52 |

The page shows All Users by default.

- To sort the list by any of the headings, simply click the heading title.
- Each page lists up to 100 users. You can view additional pages by either clicking the <u>Next ></u> or <u>< Prev</u> links or clicking on the specific page number link.
- 2. To view only usernames that begin with a specific letter, click the letter on the Quick Jump menu.
- **3.** To view only usernames that begin with a character other than a letter, click the **Other** option on the **Quick Jump** menu.
- 4. To find users via the Search function:
 - **a.** Click the **Search** button.

The search screen displays.



| User Management | | | |
|----------------------|------------------------|------------|--------------|
| Domain: karmaroo.com | | | |
| User ID starts with | @karmaroo.com | search | List All |
| User is | Role | Last Login | Date Created |
| contains | No search performed ye | et. | |

- **b.** From the drop-down list, select a qualifier for your search entry (step c).
- c. In the text box, enter the characters by which to search.
- **d.** Click the **search** button.

The search results display.

| User Management | | | |
|---------------------------------|----------------|----------------|----------------|
| Domain: karmaroo.com | | | |
| User ID contains 💌 st | @karmaroo.com | search | List All |
| User | Role | Last Login | Date Created |
| austin.powers@karmaroo.com | Customer Admin | 05/22/03 13:03 | 09/11/02 10:43 |
| investors.life@karmaroo.com | Customer Admin | 06/09/03 16:46 | 06/09/03 16:45 |
| <u>steve.klein@karmaroo.com</u> | Reseller Admin | 06/11/03 12:13 | 05/22/03 14:27 |
| steve.ruskin@karmaroo.com | Reseller Admin | 06/05/03 13:26 | 05/28/03 11:50 |
| | | | |

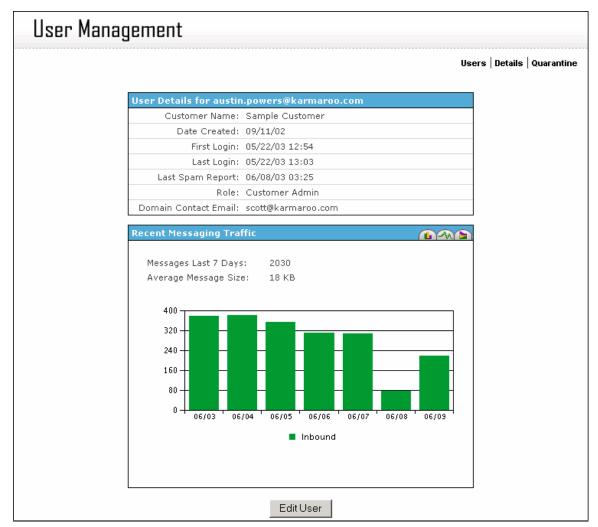
- e. To view user details, see step 5.
- f. To return to the default page to view all users, click the List All button.
- 5. To view user details, click the username.

The User Details page displays, including a menu:

| User Management | |
|-----------------|------------------------------|
| | Users Details Quarantine |

- The **Users** link displays the main User Management page that displays all users.
- The **Details** link (the page you are currently viewing) displays the details for the selected user.
- The **Quarantine** link displays the quarantined messages for the selected user.





The User Details page displays account and user information, as well as recent messaging traffic for the user.

- To edit user information, see the Changing User Roles & Settings instructions (on page 53).
- To access quarantines messages for this user, see the Accessing Quarantined Messages for a User instructions (on page 55).
- To return to the default page to view all users, click **Users** on the menu bar.



6.2 Changing User Roles & Settings

From the User Details page, you can change a user's role, spam report frequency, and password.

To change this user information:

- 1. Find the user and access the User Details screen as described in steps 1 − 5 of the Searching for Users & Viewing User Details instruction (on page 50).
- 2. From the User Details screen, click the **Edit User** button at the bottom of the screen. The edit user page displays.

| User Manag | jement | | | |
|------------|-----------------------|----------------|-------|--------------------------|
| | | | Users | s Details Quarantine |
| | Edit austin.powers@ka | rmaroo.com | | |
| | Role: | Domain Admin 💌 | | |
| | Spam Report Freq: | Once per day | | |
| | Password: | Jelebeleekek | | |
| | Verify Password: | Jacobiologick | | |
| | | Submit Cancel | | |

3. To change the user's role, choose another option from the Role drop-down list.



Note: You cannot change the role of a user whose role is more senior than your own.

4. To change the user's "spam report frequency" setting, choose another option from the **Spam Report Freq** drop-down list.

| Once every 2 days 💌 |
|---------------------|
| Never |
| Once per day |
| Once every 2 days |
| Once every 3 days |
| Once per week |

5. To change the user's password, enter a new password in the **Password** field and again in the **Verify Password** field.



- 6. To save your changes, click the **Submit** button.
- 7. To exit the screen without saving your changes, click the **Cancel** button.



6.3 Accessing Quarantined Messages for a User

From the User Details page, you can access the user's quarantined messages, enabling you to then view, release, or delete those messages.

To access and manage a user's quarantined messages:

- 1. Find the user and access the User Details screen as described in steps 1-5 of the Searching for Users & Viewing User Details instruction (on page 50).
- 2. From the User Details screen, click **Quarantine** on the menu bar.

The User Quarantine page displays.

| | User Management | | | | | |
|--------------|-----------------|----------------------------|----------------------|-----------------------|-------------|-------------------|
| | | | | | Users Det | ails Quarantine |
| Red | cipient Emai | l: austin.powers@karn | iaroo.com | | | |
| \checkmark | <u>Date</u> | From | To | <u>Subject</u> | <u>Type</u> | <u>Size</u> |
| | 05/30 07:22 | <u>apowers@mxlogic.net</u> | austin.powers@karmar | Check this out! | Virus | 62KB |
| | 05/30 09:23 | <u>apowers@mxlogic.net</u> | austin.powers@karmar | Check this out! | Virus | 62KB |
| | 05/30 10:29 | apowers@mxlogic.net | austin.powers@karmar | Check this out! | Virus | 62KB |
| | 05/30 11:57 | <u>apowers@mxlogic.net</u> | austin.powers@karmar | Check this out! | Virus | 62KB |
| | 05/30 13:36 | <u>apowers@mxlogic.net</u> | austin.powers@karmar | Check this out! | Virus | 62KB |
| | 06/09 17:46 | apowers@mxlogic.net | austin.powers@karmar | \$400 off pressure-re | Spam | 9KB |
| | 06/09 17:46 | <u>apowers@mxlogic.net</u> | austin.powers@karmar | Do your joints and b | Spam | 4KB |
| | 06/09 17:57 | apowers@mxlogic.net | austin.powers@karmar | Pass this on. | Virus | 107KB |
| | release | delete | | | | |

To sort the list by any of the headings, simply click the heading title. Clicking the heading again will sort the list in the opposite order.

Note: Sorting the list automatically transfers you to the Message Quarantine screen for the specific user.

- The "Type" column displays the policy enforced in quarantining the message.
- For each quarantined message, you have the option to **delete** it completely, or to **release** it (sending it to the intended recipient).
- **3.** To release or delete select messages, check (click) the corresponding checkboxes then either **release** or **delete** the selected messages using the buttons at the bottom of the page. (Clicking the checkbox again will deselect it.)



- 4. To release or delete all messages on the page displayed, click the single checkbox at the bottom of the page, and click either **release** or **delete**.
- **5.** To view the actual message, before release or deletion, click the linked email address in the **From** column. A Safe Message View displays:

| lser Mana | gement | | | |
|--|--|-----------------------|-------------------|----------------------------|
| | | | | Details Quaran |
| e Message View | | | | |
| From : | apowers@mxlogic.net | | | |
| To : | austin.powers@karmaroo.con | n | | |
| Subject : | Quit Smoking Product Makes | Breakthrough!! | | |
| Date : | Wed, 11 Jun 2003 00:13:54 - | 0600 | | |
| | Message quarantined by J | lunk Email module (sc | ore High) | |
| Attachments : | Filename | Size | Content Type | |
| | (NONE) | 2167 | text/plain | |
| | (NONE) | 2701 | text/html | |
| Have you hav | g Product Makes Breakt: ve ever wanted to quit that you will!! | - | s product there i | s a proven |
| - | : discover why All Nat een! Guaranteed!!! | ural "De-Nics" is | different from an | ything you |
| All third party products and services promoted in this email are offered exclusively by third party advertisers. SportTime.info makes no representations or warranties with respect to these offers and all claims for injury and damages related to such offers are the sole responsibility of the advertiser. | | | | esentations and damages |
| | | | | |
| Message Ad | tion, release delete | | | |

You can also release or delete a message from this detailed screen, using the **Message Action** buttons.

- To return to the User Quarantine page, click **Quarantine** on the menu bar.
- To return to the User Details page, click **Details** on the menu bar.

7 **REPORTING TAB**

| 7.1 | Introduction – Reporting Tab Functionality | 58 |
|------|--|----|
| 7.2 | Viewing Traffic Overview | 60 |
| 7.3 | Viewing the Threats Overview | 61 |
| 7.4 | Viewing a Spam Threats Report | 62 |
| 7.5 | Viewing a Virus Threats Report | 63 |
| 7.6 | Viewing a Content Threats Report | 65 |
| 7.7 | Viewing an Attachment Threats Report | 66 |
| 7.8 | Viewing a User Activity Report | 67 |
| 7.9 | Viewing an Event Log Report | 68 |
| 7.10 | Viewing an Audit Trail Report | 70 |



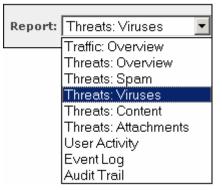
7.1 Introduction – Reporting Tab Functionality

From the Reports and Statistics page, you can view information such as trends, policy actions, and a summary of traffic and various threats detected. You can also view and download data including the top inbound users; event logs that display actions taken for virus, content, or attachment policy violations; and audit trails that track activity within the system, such as login and system changes.

When you click the Reporting tab (Beporting), the Reports and Statistics page displays with a top menu bar that contains **Domain**, **Report**, and **Report Period** options:

| Reports and Statis | tics | | | |
|------------------------|---------------------------|----------------|--------------------|--|
| Domain: karmaroo.com 💌 | Report: Traffic: Overview | Report Period: | Week of 06/08/2003 | |

- 1. As with any other page in the MX Control Console, you must select the correct domain from the **Domain** drop-down list.
- 2. The **Report** drop-down list enables you to select which report to view:

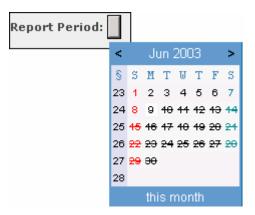


Note: The first item listed is always the default page that displays upon clicking the Report tab.

3. The Report Period option enables you to select the time span for which you would like to view the selected reports (the default is the current week).

Clicking the **Report Period** button initiates a popup calendar.





- To view previous or subsequent months, click the < or > arrow.
- To select a specific day, click on the date.
- To select an entire week, click the week number (in the blue-shaded column).
- To select an entire month, click the **<u>this month</u>** text at the bottom of the calendar.

Note: The report period you choose will apply to all reports you view while still on this tab, unless/until you change it. Clicking another tab then returning to the Reporting tab will set the Report Period back to the default of the current week.



7.2 Viewing Traffic Overview

The Traffic Overview enables you to monitor your domain's general message traffic, including the total and average size and bandwidth for inbound messages.

You can access the Traffic Overview screen two ways:

- Because the Traffic Overview screen is the default report screen, you can simply click the Reporting tab (Beporting) from the main menu. *Note:* Accessing the page this way will reset the Report Period to the current week (default).
- From the Reports and Statistics page, you can select **Traffic: Overview** from the **Report** drop-down list on the top menu bar.

Reports and Statistics Domain: karmaroo.com 💌 Report: Traffic: Overview -Week of 6/1/2003 **Report Period:** Traffic Trends **Bandwidth Trends** 100,000 -1 2,500 2,000 80,000 1,500 60,000 1,000 -40,000 -500 20,000 0 -0. 06/01 06/02 06/03 06/04 06/05 06/06 06/07 06/01 06/02 06/03 06/04 06/05 06/06 06/07 Inbound Inbound **Traffic Summary** Bandwidth Summary Inbound Messages 16012 Inbound Total Bandwidth 394MB Average Inbound Messages / Hour 95.31 Average Inbound Message Size 25KB

The Traffic Overview screen displays for the Domain and Report Period selected.

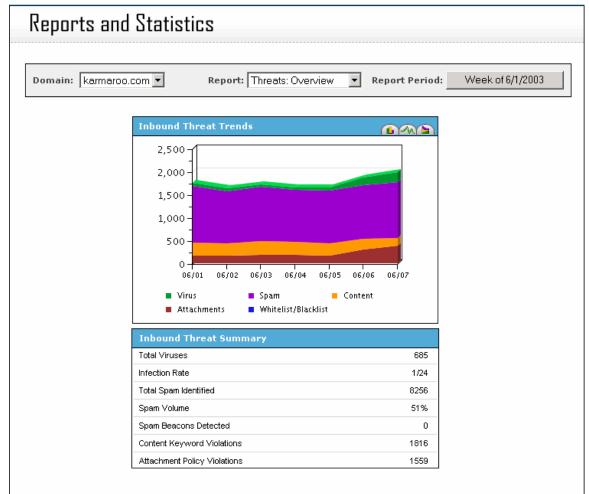
- **Traffic Trends** This box contains a graphic showing the inbound email traffic.
- **Traffic Summary** This box details the inbound message traffic, listing the number of inbound messages and the average number of inbound messages per hour.
- Bandwidth Trends This box contains a graphic showing the inbound bandwidth.
- **Bandwidth Summary** This box details the inbound traffic bandwidth, listing the total inbound bandwidth and the average inbound messages size.



7.3 Viewing the Threats Overview

The Threats Overview enables you to monitor your domain's inbound threat trends and general statistics on violations detected by policy type.

You can access the Threats Overview screen by selecting **Threats: Overview** from the **Report** drop-down list.



The Threats Overview screen displays for the Domain and Report Period selected.

- **Inbound Threat Trends** This box contains a graph showing the number of inbound messages quarantined. The graph is color-coded according to the threat detected: Spam, Virus, Content, Attachments, or Whitelist/Blacklist.
- **Inbounds Threat Summary** This box details the threats detected, listing the Total Viruses, Infection Rate, Total Spam Identified, Spam Volume, Spam Beacons Detected, Content Keyword Violations, and Attachment Policy Violations.



7.4 Viewing a Spam Threats Report

The Spam Threats report enables you to monitor your domain's inbound spam-mail trends, details on the spam detected, and spam policy enforcement statistics.

You can access the Spam Threats screen by selecting **Threats: Spam** from the **Report** drop-down list.

Reports and Statistics Report: Threats: Spam Domain: karmaroo.com 🔻 -**Report Period:** Week of 6/1/2003 1,500 1,200 900 600 300 0 06/02 06/03 06/04 06/05 06/06 06/01 06/07 Spam Detection Summary **Spam Policy Actions** Total Spam Identified 8256 13% denied Spam Volume 51% Spam Beacons Detected 0 50% guarantined RBL 0 37% tagged DUL 0 RSS 0

The Spam Threats screen displays for the Domain and Report Period selected.

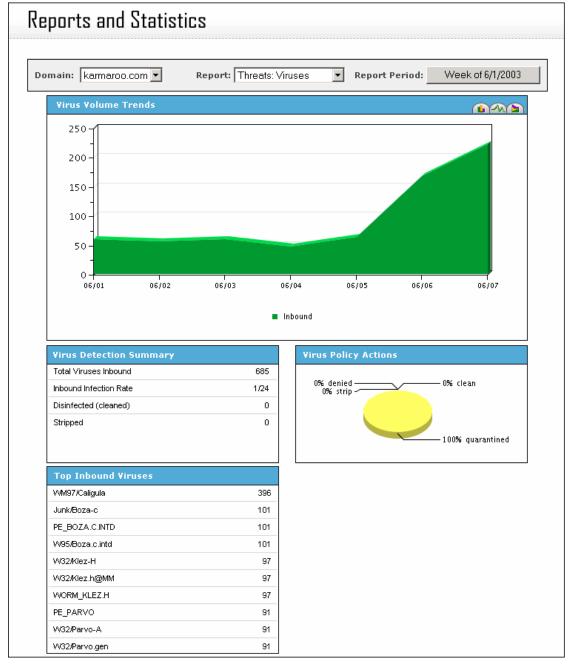
- **Spam Volume Trends** This box contains a graph showing the total number of inbound Spam messages detected.
- **Spam Detection Summary** This box details the spam messages detected, listing the Total Spam Identified, Spam Volume, Spam Beacons Detected, RBL, DUL, and RSS. (For definitions of these terms, see the Glossary.)
- **Spam Policy Actions** This box contains a chart showing the Spam Policy actions enforced for the spam-detected messages.



7.5 Viewing a Virus Threats Report

The Virus Threats report enables you to monitor your domain's inbound virus traffic (volume trends and details), virus policy enforcement statistics, and top viruses detected. You can access the Virus Threats screen by selecting **Threats: Viruses** from the **Report** drop-down list.

The Virus Threats screen displays for the Domain and Report Period selected.



9780 Mt. Pyramid Court, Suite 350 • Denver, CO 80112 USA Telephone: 1.877.MXLOGIC • Web: www.mxlogic.com © 2003 MX Logic, Inc. All rights reserved.



- Virus Volume Trends This box contains a graph showing the total number of inbound virus-infected messages detected.
- Virus Detection Summary This box provides the Total Viruses Inbound, Inbound Infection Rate, Disinfected (cleaned), and Stripped messages.
- Virus Policy Actions This box contains a chart showing the Virus Policy actions enforced for the virus-infected messages.
- **Top Inbound Viruses** This box lists the most common viruses detected, beginning with the most frequent.

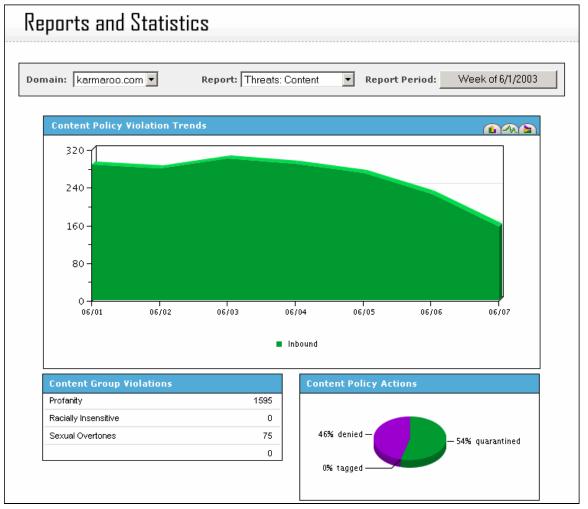


7.6 Viewing a Content Threats Report

The Content Threats report enables you to monitor your domain's inbound email content violation trends, detected content group violations, and content policy enforcement statistics.

You can access the Content Threats screen by selecting **Threats: Content** from the **Report** drop-down list.

The Content Threats screen displays for the Domain and Report Period selected.



- **Content Policy Violation Trends** This box contains a graph showing the total number of inbound content-flagged messages detected.
- **Content Group Violations** This box provides the number of violations listed by active Content Group.
- **Content Policy Actions** This box provides a chart showing the Content Policy actions enforced for messages containing unwanted content.

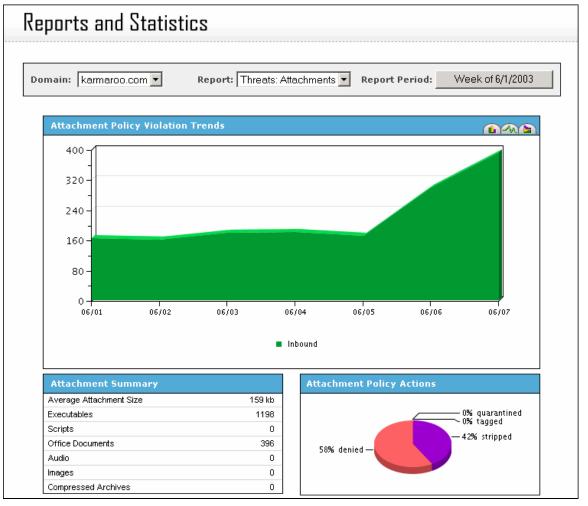


7.7 Viewing an Attachment Threats Report

The Attachment Threats report enables you to monitor your domain's inbound attachment violation trends, the violations detected by attachment type, and content policy enforcement statistics.

You can access the Attachment Threats screen by selecting **Threats: Attachments** from the **Report** drop-down list.

The Attachment Threats screen displays for the Domain and Report Period selected.



- **Attachment Policy Violation Trends** This box provides a graph showing the total number of inbound messages containing unwanted attachments.
- Attachment Summary This box provides the Average Attachment Size as well as the total number of each attachment type allowed.
- Attachment Policy Actions This box provides a chart showing the Attachment Policy actions enforced for messages containing policy-limited or disallowed attachments.



7.8 Viewing a User Activity Report

The User Activity report provides brief statistics on the top five inbound message recipients, which you can download.

You can access the User Activity screen by selecting **User Activity** from the **Report** drop-down list.

The User Activity screen displays for the Domain and Report Period selected.

| Reports and Statistics | | | | | |
|------------------------|-----------------------------------|----------|----------------|------------------|--|
| Domain: karmaroo.com 💌 | Report: User Activity | • | Report Period: | Week of 6/1/2003 | |
| | [Download] Top Inbound Users | | | | |
| | Email Address | Messages | Size | | |
| | tom.spears@karmaroo.com | 2898 | 81MB | | |
| | rex.ford@karmaroo.com | 2598 | 63MB | | |
| | peter.shipley@karmaroo.com | 2584 | 64MB | | |
| | austin.powers@karmaroo.com | 2498 | 65MB | | |
| | brad.johnson@karmaroo.com | 2333 | 58MB | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

The **Top Inbound Users** box lists the five users who received the most messages and the size of the total messages received (over the Report Period you selected).

You can download the list displayed by clicking the **Download** text-link.



7.9 Viewing an Event Log Report

The Event Log indicates when and what type of threat events were detected during the report period selected; it also indicates what action was taken against each threat according to the policies you configured.

You can access the Event Log screen by selecting **Event Log** from the **Report** drop-down list.

| r | | | t: Event Log | Report Period | id: vveek | of 6/1/2003 |
|--------------------|----------------------------|---------------------------------|----------------------|-----------------------------------|-------------|--------------|
|)isplay: | All Events | • | | | | [Download] |
| Pages: 1 <u>2</u> | 3456789; | <u>10 11</u> <u>[Next >]</u> | | | | Page 1 of 37 |
| Туре | Timestamp | From | То | Subject | Details | Action |
| Content | 06/01 00:02 | tspears@mxlogic.ne | tom.spears@karmaroo. | Hows it going I | secret | denied |
| Content | 06/01 00:04 | tspears@mxlogic.ne | tom.spears@karmaroo. | We Want Your Sk | secret | quarantined |
| Attachment | 06/01 00:04 | bjohnson@mxlogic.n | brad.johnson@karmaro | Run Me | Executables | denied |
| Content | 06/01 00:08 | apowers@mxlogic.ne | austin.powers@karmar | Hows it going I | proprietary | denied |
| Attachment | 06/01 00:13 | bjohnson@mxlogic.n | brad.johnson@karmaro | Pass this on. | Executables | denied |
| Content | 06/01 00:16 | rford@mxlogic.net | rex.ford@karmaroo.co | Let's Go Get St | proprietary | quarantined |
| Attachment | 06/01 00:17 | pshipley@mxlogic.n | peter.shipley@karmar | Run Me | Executables | denied |
| Content | 06/01 00:18 | apowers@mxlogic.ne | austin.powers@karmar | We Want Your Sk | secret | quarantined |
| Content | 06/01 00:19 | bjohnson@mxlogic.n | brad.johnson@karmaro | Increase your p | secret | quarantined |
| Attachment | 06/01 00:19 | pshipley@mxlogic.n | peter.shipley@karmar | Run Me | Executables | denied |
| Content | 06/01 00:21 | pshipley@mxlogic.n | peter.shipley@karmar | We Want Your Sk | secret | quarantined |
| Attachment | 06/01 00:22 | pshipley@mxlogic.n | peter.shipley@karmar | Urgent | Executables | denied |
| Content | 06/01 00:25 | rford@mxlogic.net | rex.ford@karmaroo.co | Sybil , Please | secret | quarantined |
| Content | 06/01 04:18 | apowers@mxlogic.ne | austin.powers@karmar | Hows it going I | proprietary | denied |
| oomoome | | rford@mxlogic.net | rex.ford@karmaroo.co | Quit Smoking in | proprietary | quarantined |
| | 06/01 04:25 | | 6 101 | Am I Crazy?? Or | secret | guarantined |
| Content Content | 06/01 04:25 06/01 04:26 | rford@mxlogic.net | rex.ford@karmaroo.co | | 200100 | quarananca |

The Event Log screen displays for the Domain and Report Period selected.

- The log automatically displays all events (default).
- Each page lists up to 100 events. You can view additional pages by either clicking the <u>Next ></u> or <u>< Prev</u> links or clicking on the specific page number link.
- 1. To limit the items displayed by Type, select an option from the Display drop-down list:





2. To download the event log as shown, click the **Download** text-link.

Note: The file that downloads will contain all the events for the Display type selected in step 1.



7.10 Viewing an Audit Trail Report

Using the "Audit Trail" feature, you can monitor who in your domain(s) has logged into the MX Control Console and any system changes made. This report provides information on who has logged into the Console to access the domain selected, and what actions and/or policy changes were made by those users, over a certain time period.

You can access the Audit Trail screen by selecting **Audit Trail** from the **Report** drop-down list.

Reports and Statistics Domain: karmaroo.com 💌 Report: Audit Trail Week of 6/1/2003 **Report Period:** [Download] Pages: 1 <u>2 [Next >]</u> Page 1 of 2 Timestamp Domain Details 06/07 14:54 karmaroo.com User demo@karmaroo.com updated the content group 06/07 14:54 karmaroo.com User demo@karmaroo.com unsubscribed from the custom content group for Inbound traffic 06/07 14:54 karmaroo.com User demo@karmaroo.com changed the Inbound action for the custom content group from "TAG" to "QUARANTINE" 06/07 14:53 karmaroo.com User demo@karmaroo.com subscribed to the custom content group for Inbound traffic 06/07 14:53 karmaroo.com User demo@karmaroo.com created the custom content group 06/07 14:46 karmaroo.com User demo@karmaroo.com logged in 06/06 14:47 karmaroo.com User chris.readle@karmaroo.com logged in User chris.readle@karmaroo.com logged in 06/06 14:47 karmaroo.com 06/06 10:25 karmaroo.com User NewWorldVentures@karmaroo.com logged in 06/06 09:34 karmaroo.com User NewWorldVentures@karmaroo.com logged in 06/06 09:34 karmaroo.com User NewWorldVentures@karmaroo.com logged in 06/02 16:59 karmaroo.com Reseller Admin chris.giblin@karmaroo.com added domain tucowstestdomain.com to customer Tucows Reseller Pages: 1 2 [Next >] Page 1 of 2

The Audit Trail screen displays for the Domain and Report Period selected.

• Each page lists up to 100 actions. You can view additional pages by either clicking the **Next >** or **< Prev** links or clicking on the specific page number link.

To download the event log as shown, click the **Download** text-link.



FAQs



Q: How does MX Logic Email Defense Service affect my MTA?

A: The MX Logic Email Defense Service architecture naturally provides high-level redundancy and disaster recovery by leveraging a secondary MX record set to your internal mail servers. The service is currently configured to deliver your inbound SMTP traffic to the Message Transfer Agent(s) on your premises configured during the setup process.

At anytime, you may change the address of where you want your incoming email traffic delivered through the MX Control Console. Be prudent when making changes to your delivery MTA configuration as any modifications will be enabled instantly and affect inbound SMTP routing.

Q: What are the default Anti-Virus policies?

A: The MX Logic engineering staff has created a set of default policies for the pilot period that should provide adequate protection from virus and spam threats. Currently, your Anti-Virus policy is configured to clean messages that contain viruses or infected attachments. If a message cannot be cleaned, the offending attachment(s) will be stripped from the email before delivery occurs. The recipient will be notified in either case with the results of the cleaning attempt.

You can also choose whether infected mail should be denied delivery, stripped, or quarantined. You can view the virus quarantine where you can take further action.

Q: How does the MX Logic Email Defense Service score spam? What about "false positives"?

A: The Anti-Spam filtering technology detects the likelihood that an email is spam by processing the message through blacklists, a heuristics engine, a statistical classification engine, and a distributed checksum clearinghouse, all as part of its Stacked Classification FrameworkSM. Each test provides a weighted score that is added to the overall "spam score". We have pre-defined a threshold score for your Anti-Spam policy.

It is important to note that some messages might be marked as spam when in fact they are legitimate emails. While we believe that this "false positive" tagging will not be a frequent occurrence, it may happen occasionally, especially to mailing-list and newsletter traffic. In such cases, we ask that you help us "tune" our spam thresholds and rules by sending a forwarded copy of the message to spam@mxlogic.com. Your interaction is crucial in helping us build better Anti-Spam rules.

Via the MX Control Console, you can quarantine, tag, or block emails based on corresponding sensitivity levels. Additionally, you can construct enterprise-level "Allow" and "Deny" lists that override spam sensitivity levels. Finally, you can turn on or off



MAPSSM features, including the Realtime Blackhole List (RBL)SM, the Relay Spam Stopper List (RSS)SM and the Dial-up User List (DUL)SM. The default setting for each of these features is "enabled".



Glossary



Definitions

| Allow List | A list of acceptable sender email addresses. This ensures that all email from the listed addresses will be delivered (unless they contain a virus, in which case they will be filtered according to the Virus Policies configured for your domain). |
|---------------|--|
| Attachment | Any file attached to an email message; these are usually encoded to cross the Internet properly and decoded once they are received. |
| Deny Delivery | An option to refuse messages because they contain a virus, unwanted content, attachments or HTML, or are probably spam. This option must be configured within MX Control Console's "Policies" page. |
| Deny List | An option to create a list of unacceptable senders (using email or domain addresses). This option ensures that any email from these addresses will never be delivered to your enterprise. |
| Domain | A network of computers administered as a unit that share part of a common IP address. |
| DUL | <u>D</u> ial-up <u>User List</u> : A database maintained by MAPS (see MAPS definition) of known spammers who use direct connections to send junk email to victim's mail servers. |
| Junk Email | See Spam. |
| MAPS | <u>Mail Abuse Prevention System:</u> Subscription-based "deny" or blacklist database of known spammer addresses. (From more information, see the website: <u>http://mail-abuse.org</u> .) |

| MIME | <u>M</u> ultipurpose Internet Mail Extensions: A standard for encoding attachments so that they can be sent over the Internet. |
|-----------------|--|
| МТА | <u>Message Transfer Agent: Program responsible for routing and delivering incoming email to individual users.</u> |
| MX Record | <u>Mail Exchange Record</u> : Entry in a DNS database identifying the mail server that handles email for a specific domain. |
| Prepend "SPAM:" | An option within the MX Control Console's Anti-Spam configuration policies. This option will attach (or "tag") the word "SPAM:" to the subject line of the message suspected as junk email, and deliver it. This will warn recipients that the message is possibly spam before they open it. |
| Quarantine | If configured to do so, MX Logic Email Defense Service will hold messages that contain viruses, unwanted attachments or content, or which are suspected to be spam. These messages are kept safely away from an enterprises' network (in quarantine), and can be reviewed by an administrator (or the messages recipient) and either deleted or released. |
| RBL | <u>Realtime Blackhole List</u> : A system maintained by MAPS (see MAPS definition) to create intentional network outages ("blackholes") for the purpose of blocking spam. The RBL is essentially a database of known spammer addresses. |
| Recipient | The person for whom an email message is intended. |
| RSS | <u>R</u> elay <u>Spam S</u> topper: A database maintained by MAPS (see MAPS definition) of known spam-relaying mail servers. |

| SMTP | Simple Mail Transport Protocol: Most common protocol for sending email. |
|-------------|---|
| Spam | Unsolicited commercial email, also called "junk email". |
| Tag Subject | An option to place a "tag" or warning within the subject line of a suspicious message to warn the recipient that the message may contain unwanted content, or may be junk email. See also Prepend "SPAM:". |
| Virus | Code or programs loaded onto computers without users' knowledge that was created to cause damage or inconvenience to users and their systems. |