



**MX Control Console
and
Spam Summary Reports
End User Manual**

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This issue: June 2003

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1 ABOUT MX CONTROL CONSOLE

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1.1 Introduction

The MX Control Console, a feature of MX Logic's Email Defense Service, enables you to manage your personal message quarantine as well as create your own list of allowed email senders. (For this functionality to become operational, the MX Logic Email Defense Service administrator must have activated Spam Summary Reporting.)

Once you begin receiving your Spam Summary reports, you can perform the following:





- Create your initial password or change you existing password – section 2.1
- Log into the MX Control Console – section 2.2
- Manage your spam quarantine – section 2.3
- Manage your personal “Allow List” – section 2.4

1.2 Screen Functionality and Tab Menu

MX Control Console contains a Tab Menu that enables you to navigate through the available screens:



These tabs provide the following functionality:


-  **Quarantine** The **Quarantine** tab-screen enables you to manage your own quarantined messages (Spam), add allowed senders, and set how often you receive Spam Summary Reports.
-  **Allowed List** The **Allowed List** tab-screen enables you to manage your personal allow lists.
-  **Setup** The **Setup** tab-screen enables you to change your password.
-  **Logout** The **Logout** tab-button allows you to exit MX Control Console.

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2.1 Setting/Changing Your Password

For you to obtain access to the MX Control Console for the first time, you must access the MX Control Console from your Spam Summary report (start at Step 1). After you set your password, you can access the MX Control Console at any time, using a Web browser and your password (start at Step 2).

1. To initially set your password for MX Control Console access:
 - a. From the Spam Summary Report you receive, select a message for “release.”
Instructions on managing your Spam Report Summary are contained on the Spam Report Summary page itself.
 The MX Control Console initiates.
 - b. Proceed to Step 3.
2. To change your password, log into MX Control Console (see section 2.2 Logging into MX Control Console).
3. From the MX Control Console, click the **Setup** tab ( Setup).

The Configuration screen displays:

Configuration

Password Change

After you have set your password for MX Firewall, you will be able to login and view your quarantined email at <http://portal.mxlogic.com> at your convenience.

E-mail Address: **austin.powers@karmaroo.com**

New Password:

Six-character minimum; no spaces

Retype New Password:

In the **New Password** field, enter the password you want to use to access the MX Control Console in the future.

4. In the **Retype Password** field, re-enter your selected password.
5. Click the **Continue** button to save your new password.

You can now log into MX Control Console using your new password (for Login instructions, see section 2.2).

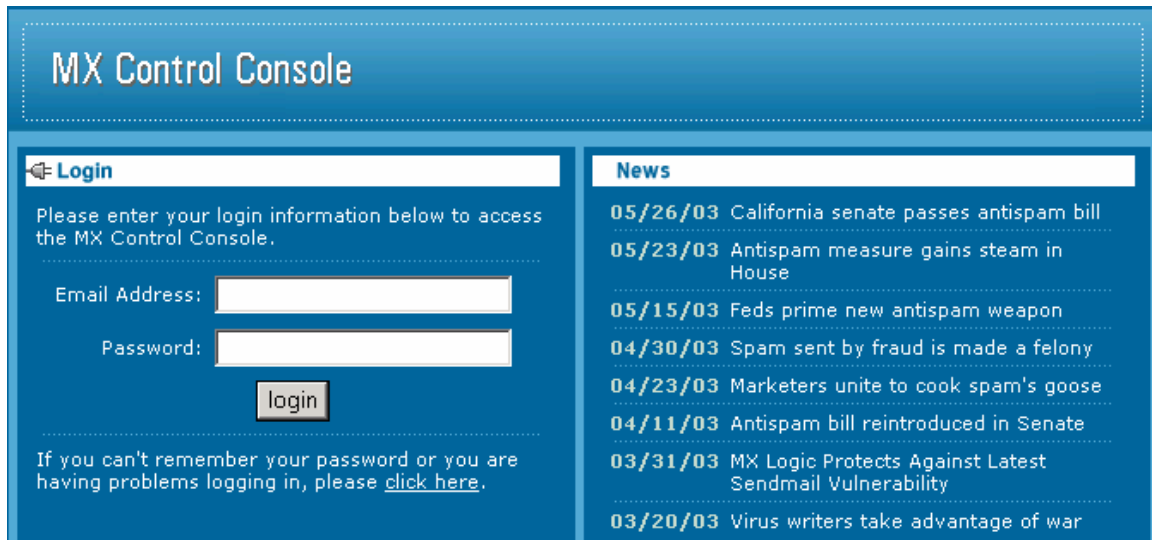
2.2 Logging into MX Control Console

Once you have set a password, you can access MX Control Console as follows:

1. From your Web browser, enter the following URL in the **Address** field:

<http://portal.mxlogic.com>

The MX Control Console login screen displays.



MX Control Console

Login

Please enter your login information below to access the MX Control Console.

Email Address:

Password:

If you can't remember your password or you are having problems logging in, please [click here](#).

News

- 05/26/03 California senate passes antispam bill
- 05/23/03 Antispam measure gains steam in House
- 05/15/03 Feds prime new antispam weapon
- 04/30/03 Spam sent by fraud is made a felony
- 04/23/03 Marketers unite to cook spam's goose
- 04/11/03 Antispam bill reintroduced in Senate
- 03/31/03 MX Logic Protects Against Latest Sendmail Vulnerability
- 03/20/03 Virus writers take advantage of war

2. Enter your login information.
 - **Email Address**
 - **Password** (this is the password you set in section 2.1 Setting/Changing Your Password on page 5)
3. Click the **login** button.
 - If your login is successful, the Control Console will open, displaying your Junk Email Quarantine Messages page.

Message Quarantine

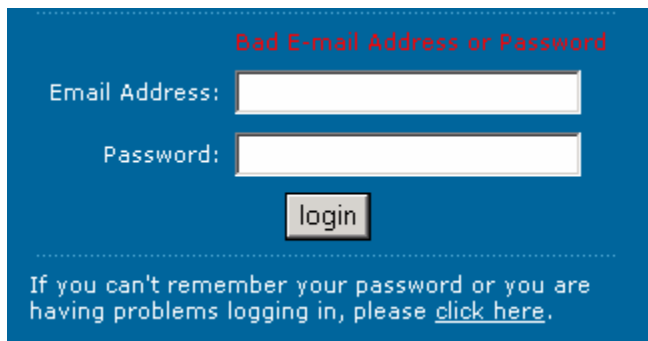
Junk Email Quarantined Messages for austin.powers@karmaroo.com

✓	Date	From	Subject	Size
<input type="checkbox"/>	06/10 03:24	apowers@mxlogic.net	Take your Crystal Re	6KB
<input type="checkbox"/>	06/10 03:24	apowers@mxlogic.net	Need Some Extra Cash	2KB
<input type="checkbox"/>	06/10 03:35	apowers@mxlogic.net	Free Online Tax Prog	1KB
<input type="checkbox"/>	06/10 03:35	apowers@mxlogic.net	Get your sale on now	9KB
<input type="checkbox"/>	06/10 03:46	apowers@mxlogic.net	Double Your Salary	3KB
<input type="checkbox"/>	06/10 03:57	apowers@mxlogic.net	Breaking News: HYPD	25KB
<input type="checkbox"/>	06/10 03:57	apowers@mxlogic.net	YOUR OPINION COULD B	4KB
<input type="checkbox"/>	06/17 10:06	apowers@mxlogic.net	Free 100 minute phon	3KB

release delete always allow

I would like to receive a summary every: day 2 days 3 days once a week never

- If your login is unsuccessful, an error message displays in red font on the login screen:



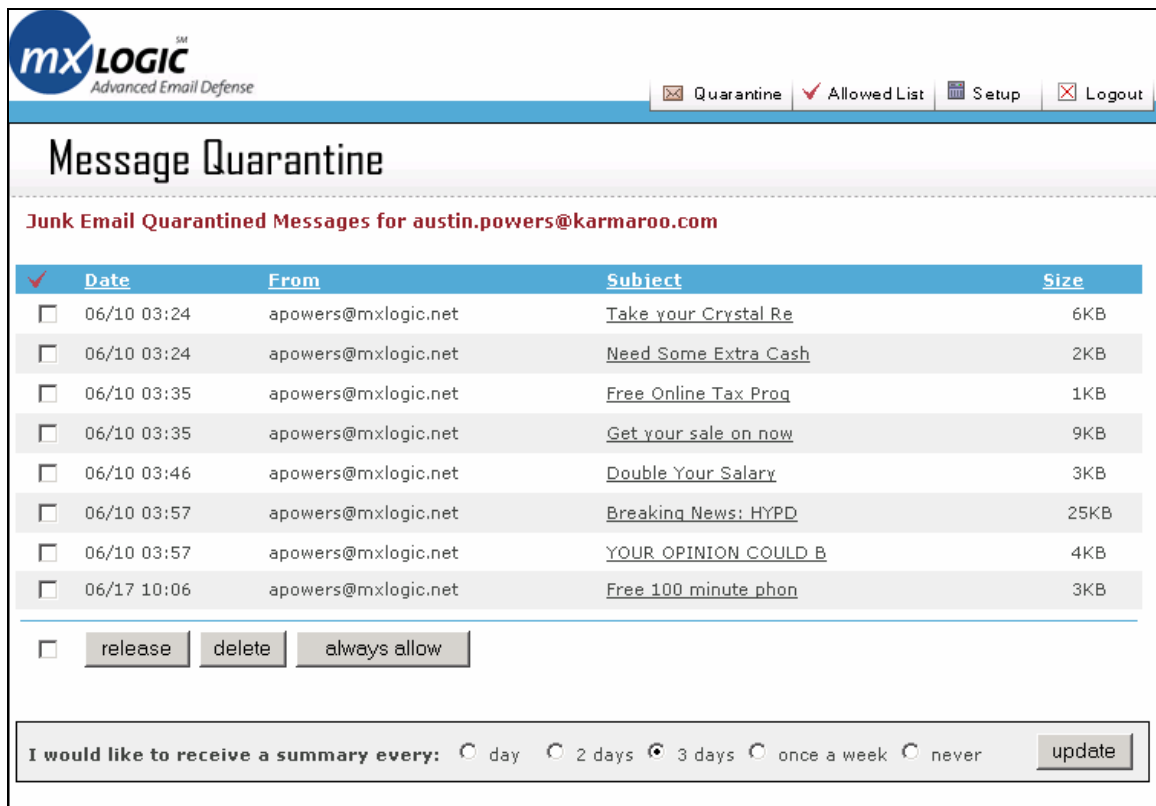
Try entering your information again, or to have information sent to you, click the **click here** text link and enter your email address.

2.3 Managing Your Personal Message Quarantine

From the Message Quarantine screen, you can manage your own spam quarantine, add allowed senders, and set how often you receive Spam Summary Reports, as follows:

1. Log into MX Control Console (for instructions, see section 2.2 Logging into MX Control Console, on page 6).

The Message Quarantine screen displays upon login:



mxLOGIC
Advanced Email Defense

Quarantine Allowed List Setup Logout

Message Quarantine

Junk Email Quarantined Messages for **austin.powers@karmaroo.com**

<input checked="" type="checkbox"/>	Date	From	Subject	Size
<input type="checkbox"/>	06/10 03:24	apowers@mxlogic.net	Take your Crystal Re	6KB
<input type="checkbox"/>	06/10 03:24	apowers@mxlogic.net	Need Some Extra Cash	2KB
<input type="checkbox"/>	06/10 03:35	apowers@mxlogic.net	Free Online Tax Prog	1KB
<input type="checkbox"/>	06/10 03:35	apowers@mxlogic.net	Get your sale on now	9KB
<input type="checkbox"/>	06/10 03:46	apowers@mxlogic.net	Double Your Salary	3KB
<input type="checkbox"/>	06/10 03:57	apowers@mxlogic.net	Breaking News: HYPD	25KB
<input type="checkbox"/>	06/10 03:57	apowers@mxlogic.net	YOUR OPINION COULD B	4KB
<input type="checkbox"/>	06/17 10:06	apowers@mxlogic.net	Free 100 minute phon	3KB

I would like to receive a summary every: day 2 days 3 days once a week never

Note: Once you are logged into MX Control Console, you can return to the Message Quarantine page by clicking the **Quarantine** tab ( Quarantine).

From this screen, you can manage your personal message quarantine similarly to the way that you manage your Spam Summary Report.

- 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.
- For each quarantined message, you have the option to **delete** it completely, or to **release** it (sending it to the intended recipient).
- Checking the checkbox at the very bottom of the screen (next to the **release**, **delete**, and **always allow** buttons) selects ALL items on the page.

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 always allow messages from a sender, select the corresponding checkbox, and click the **always allow** button.
This will add the sender to your Allow List. To remove a sender or otherwise modify your Allow List, see section 2.4 Maintaining Your Allow List (page 10).
4. To change how frequently you receive Spam Summary Reports, select the appropriate “**I would like to receive a summary every:**” radio button then click **Update**.

2.4 Maintaining Your Allow List

From the Allowed Senders List screen, you can manage your personal Allow List. Your Allow List ensures that you will receive (in your Inbox) all messages from any of the senders/domains listed, avoiding any quarantine.

1. Log into MX Control Console (for instructions, see section 2.2 Logging into MX Control Console, on page 6).
2. From the menu tabs, click the **Allowed List** tab (✓ Allowed List).

The Allowed Senders List screen displays:

Allowed Senders List

Allowed Senders List for austin.powers@karmaroo.com
Your personal list of sender addresses which are always acceptable.

Enter an email address or domain name:

cnn.com
 mydailynews.com
 spouse@emailaddress.com

Allowed Senders List Help:

Use the Allowed Senders List to make sure that important mail is always sent to your Inbox.

The following values are allowed in adding list entries:

Domain Name Qualified domain name (xyz.com) or wildcard (*.xyz.com)

Sender Address Complete email address (user@xyz.com) or partial address (*@xyz.com)

To add “Allowed Senders” whose messages might otherwise be quarantined, enter in a specific address or domain name in the text field on the left of the screen then click the **Add** button.

The item entered will appear in the list box on the right. You will now receive all email from this sender/domain directly in your Inbox.

3. To remove an address or domains from the list, select (highlight) the address or domain from the list box then click the **Remove** button.

The item selected will disappear from the list box on the right.