

Junk Box Management - User Guide

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ICT User Guide

Junk Box Management

1. Junk Box

How does it works?

The **Junk Box** allows you to review and process e-mail messages that have been quarantined in the Junk Box.

Through analysis, these e-mails have been flagged as spam, virus-infected, policy violations, or phishing attempts. Once reviewed, you can unjunk a falsely identified message.

When you unjunk an incoming message, **SonicWall Email Security** adds the sender of the message to your Allowed list and delivers the e-mail to you.

2. Logging into your Junk Box

When **SonicWall Email Security** determines a message is junk, the message is stored in a **Junk Box** on the **SonicWall Email Security** server. You will receive an e-mail with your *Junk Box Summary*. You can login to your **Junk Box** to view messages junked by **SonicWall Email Security**.

To login to your **Junk Box** go to **https://es.iit.it** (you will find the link at the bottom of the summary e-mail) and insert your IIT credentials.





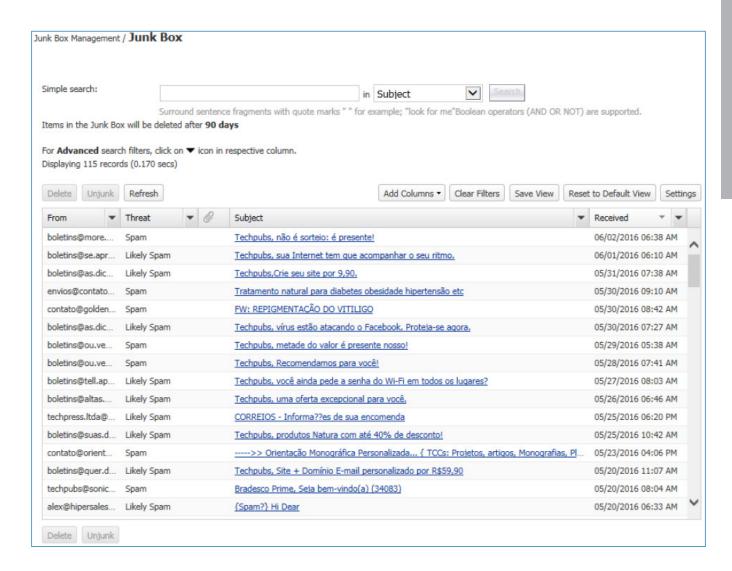


Since many of **SonicWall Email Security** windows are pop-up windows, configure your Web browser to allow pop-ups from the **SonicWall Email Security** server.

3. Junk Box Interface

After the login you are automatically directed to the **Junk Box Management > Junk Box page**. Messages can be quickly searched, sorted and filtered.

Under the **Simple search** field, the system shows how long junked e-mail is retained before it is deleted.



4. Simple search queries

To perform a simple search:

- Enter the text you want to search for in the Simple search field.
 Insert sentence fragments between quotes (for example: "look for me").
 Keep in mind that boolean operators AND, OR, and NOT are supported.
- 2. Select the field you want to search from the drop-down menu. Choose from Subject, To, From, or Unique Message ID.
- 3. Click on Search.

The results are displayed in the data table.





5. Managing Junk Box messages

You can manage your own Junk Box.

See the table below for a description of the buttons at the top left of the data table.

Button	Definition
Delete	 This deletes the selected messages. Select one message by clicking on it; Select a series of messages by clicking on the first message and then shift-clicking on the last one; Select disconnected messages by control-clicking on each one you want, then click on Delete. Delete
	Notice. Total junk emails identified: 1 Send To Confirm message deletion. Delete
Unjunk	 This allows you to remove a safe e-mail message from the Junk Box. Select one message by clicking on it; Select a series of messages by clicking on the first message and then shift-clicking on the last one; Select disconnected messages by control-clicking on each one you want, then click on the Unjunk button. Unjunk
	Notice. Total junk emails identified: 1 Send To Confirm message unjunking. Click 'Unjunk and Add Sender' to add all senders to your allowed list. Unjunk Unjunk & Add Sender
Refresh	Refreshes the data in the table.