

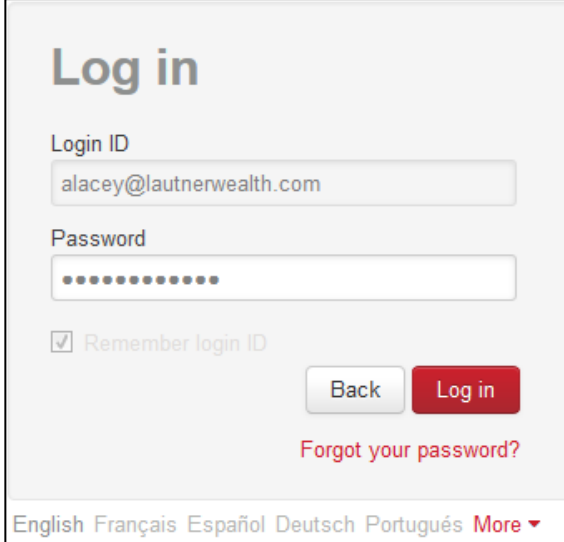
Logging in to the Global Relay Email Filter

1. Navigate to <http://www.globalrelay.com>.
2. In the top right corner, click the **Login** button .
3. Select **Email Filter / Continuity Login**.



The screenshot shows the 'Log in' page. It has a title 'Log in' in large blue font. Below it is a 'Login ID' label and a text input field containing 'alacey@lautnerwealth.com'. There is a checked checkbox labeled 'Remember login ID'. A red 'Next' button is on the right. At the bottom, there are language links: 'English', 'Français', 'Español', 'Deutsch', 'Portugués', and a red 'More' link with a dropdown arrow.

4. Enter your **Login ID** as provided by your administrator.
5. Click **Next**.
6. Enter your **Password** as provided by your administrator.



The screenshot shows the 'Log in' page with the 'Next' button clicked. It has a title 'Log in' in large blue font. Below it is a 'Login ID' label and a text input field containing 'alacey@lautnerwealth.com'. Below that is a 'Password' label and a password input field with dots. There is a checked checkbox labeled 'Remember login ID'. There are two buttons: a grey 'Back' button and a red 'Log in' button. Below the buttons is a red link 'Forgot your password?'. At the bottom, there are language links: 'English', 'Français', 'Español', 'Deutsch', 'Portugués', and a red 'More' link with a dropdown arrow.

7. Click **Log in**.

Working with Global Relay Email Filter

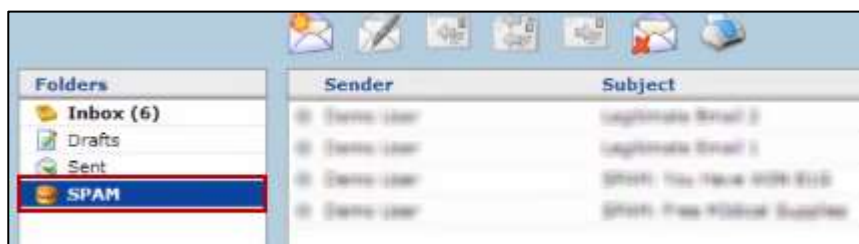
When you receive email, it is first checked against a global threat database to ensure it is legitimate. Then, when you mark messages as SPAM, you are contributing to the same global threat database.

NOTE: Your personal and confidential information is never transmitted when you flag a message; a unique key is created, which identifies the qualities of that particular message.

Flagging or Un-Flagging SPAM Messages

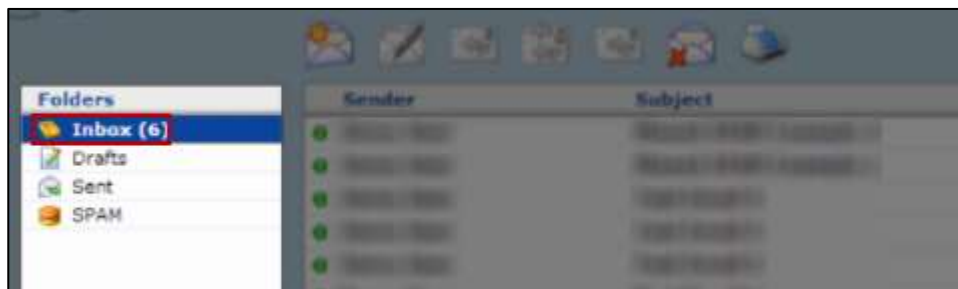
To flag a message as SPAM:

- Drag and drop the message into the SPAM folder in the left navigation pane.



To un-flag a legitimate message flagged as SPAM:

- Drag and drop the message back into your Inbox in the left navigation pane.



Subscribing to a SPAM Report

For more information about SPAM activity, contact your System or Network Administrator who can work with Global Relay and subscribe you to a daily, weekly, or monthly SPAM report.