

**CEF**™

**Cellopoint E-mail Firewall Mail Reporter  
End-User Guide 3.9.1**

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# Table of Content

1. Spam Quarantine Notification.....	1
2. Passed Valid Mail Notification .....	4
3. Log into the Management System.....	7
4. Mail Folder.....	10
5. Account Management.....	17



## Spam Quarantine Notification

Spam intercepted by Cellopoint Email Firewall (CEF) will be temporarily placed in the spam quarantine area. The system will then periodically send you a list (known as *Spam Quarantine Notification*) indicating mails that were filtered and intercepted, where you can then decide to resend or delete the mails. Notification only list emails being filtered from the last notification sending time to this time. You can also add the senders of the mails into your white list, thereby allowing mails with these senders to quickly bypass scanning in future. If the mails however are not spam as listed, you can report them back to the system, allowing the system to “learn” from these mistakes and fine-tune itself to be better.

The format of the notification is as follows (as shown in a typical mail software inbox):

- **Sender:** The administrator that is sending the notifications
- **Subject:** The type of notification, and the time sent. Example:  
*Quarantine-Spam Notification 2005-12-05 00:18.*

Sender	Subject	Date
SpamAdmin	Quarantine-Spam Notification 2006-09-21 16:00	下午 04:00
SpamAdmin	Valid Mail Notification 2006-09-21 14:00	下午 02:00
SpamAdmin	Quarantine-Spam Notification 2006-06-21 08:00	2006/6/21 上午 08:00
SpamAdmin	Quarantine-Spam Notification 2006-06-20 20:00	2006/6/20 下午 08:00
SpamAdmin	Quarantine-Spam Notification 2006-06-20 16:00	2006/6/20 下午 04:00
SpamAdmin	Quarantine-Spam Notification 2006-06-20 12:00	2006/6/20 下午 12:00
SpamAdmin	Quarantine-Spam Notification 2006-06-20 08:00	2006/6/20 上午 08:00
SpamAdmin	Quarantine-Spam Notification 2006-06-20 00:01	2006/6/20 上午 12:01

After clicking the notification, you will see quarantined mail list (The following screenshot illustrates the notification mail in hyperlink format):

## 1. Spam Quarantine Notification



**Quarantined-Spam Notification**  
(Period: 2007-04-02 16:02:32 ~ 2007-04-02 16:02:45)

				No.	Sender	Subject	Time	Size	Reason
<a href="#">Resend</a>	<a href="#">Not spam</a>	<a href="#">White+Resend</a>	<a href="#">Delete</a>	2	craftsmanship <123@123...	<a href="#">Commonwealth relay champion ...</a>	2007-04-02 16:02:32	19.5 KB	ICA_0004
<a href="#">Resend</a>	<a href="#">Not spam</a>	<a href="#">White+Resend</a>	<a href="#">Delete</a>	3	Kmarsh escalate <123@1...	<a href="#">But between butterfly</a>	2007-04-02 16:02:45	17.3 KB	ICA_0004

Help:  
• [Resend]: Resend spam mails if you still want to read them.  
• [Not spam]: Tell the system that these mails are not spam and help the system to learn.  
• [White+Resend]: Add sender into white list, mails from these senders won't be quarantined.  
• [Delete]: Delete mail from your mailbox and you will never see them again.

[Click here](#): Login Cellopoint Mail Reporter

- **Quarantine-Spam Notification:** It is marked with red color font.
- **Period:** The period from the first quarantined email to the last quarantined email within quarantined-spam notification sending schedule. This is in the following format: **Year-Month-Day Hour: Minute: Second ~Year-Month-Day Hour: Minute: Second**. Quarantined-Spam notification sending schedule is defined by system administrator, such as notification sent at 08:00, 12:00, 18:00 every day
- **No.:** From 1 ~ N.
- **Sender:** This field displays the spam envelop sender address (**Mail From:**) on the mail, though this could be different from the sender's mail address when the mail is opened.
- **Subject:** The subject of the mail
- **Time:** The time to receive this mail.
- **Size:** The size of the mail, in KB, MB
- **Reason:** The reason why the mail is considered a spam and quarantined.

Four hyperlinks provided in front of each notification are for further actions being taken by users.

- **Resend:** To send this mail back from quarantine area.
- **Not Spam:** Tag this mail as a missed valid mail, and report it to the system. The mail will then be moved to the "missed valid mail" directory from the spam directory in the system. This option however, is not suitable for e-News.
- **White List+Resend:** Add the envelop sender's email address to the white list and resend this email. Email firewall won't quarantine the mails sent by the sender who has been added into white list. We suggest you also add the contact person and the mail address of the e-News that you want to receive into the white list.
- **Delete:** Delete the mail.

Click "Click Here" on the bottom of the mail to log in to the personalized management system of the Cellopoint Mail Reporter. If the administrator does

## 1. Spam Quarantine Notification

not allow any user to log into the system, you are not allowed to log into the Cellopoint Mail Reporter.

CEF also support the sending of the notification mail in form format. In this format, check the mails you want, and then click the button at the bottom to perform the operation on the checked mails. This way you can select a large number of mails and perform an operation on them en masse, unlike the hyperlink format which you have to perform the operation on each one individually. Note that some mail client may not display the table sheet properly, in which case you must select the hyperlink format for sending notification.

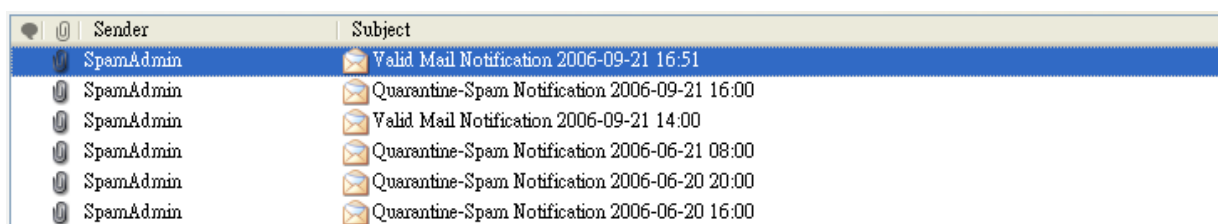
CEF provides summary notification which only list how many spam emails being quarantined in CEF Mail Reporter. End-user has to login CEF Mail Reporter to release spam emails.

# 2

## Passed Valid Mail Notification

CEF will also periodically send to the user the list of the mails are scanned and considered valid by the system (as shown as “**Valid Mail Notification**” email in the screenshot below). This allows the user to inspect the mails that have been passed as valid, with the option to flag valid mails that were actually spam mails missed during scanning. In dealing with missed spam mails, the user can add the spam sender’s email address to the blacklist; thereby prohibit any future emails from this sender. Alternatively, the user can report the missed spam mail to the system so that the system will automatically “learn” from the mistake and fine-tune itself.

User will receive the valid mail notification sent by the system periodically, and shown as below:



Sender	Subject
SpamAdmin	Valid Mail Notification 2006-09-21 16:51
SpamAdmin	Quarantine-Spam Notification 2006-09-21 16:00
SpamAdmin	Valid Mail Notification 2006-09-21 14:00
SpamAdmin	Quarantine-Spam Notification 2006-06-21 08:00
SpamAdmin	Quarantine-Spam Notification 2006-06-20 20:00
SpamAdmin	Quarantine-Spam Notification 2006-06-20 16:00

After clicking this mail, you can see valid mail list (The following figure illustrates hyperlink notification mail):

## 2. Passed Valid Mail Notification



Valid Mail Notification  
(Period: 2007-04-02 16:08:51 ~ 2007-04-02 16:08:51)

	No.	Sender	Subject	Time	Size	Reason
<a href="#">Spam</a> <a href="#">Black</a> <a href="#">Delete</a>	2	liaoyuankai <liaoyuankai@ya...	<a href="#">test from yahoo</a>	2007-04-02 16:08:51	2.3 KB	SA Ham

Help:

- [Spam]: Tell the system that these mails are spam and help the system to learn.
- [Black]: Add sender into black list, mails from these senders will be quarantined.
- [Delete]: Delete mail from your mailbox and you will never see them again.

[Click here](#): Login Cellopoint Mail Reporter

- **“Valid Mail”**: It is remarked with **green color** font.
- **Period**: The period from the first valid email to the last valid email within valid email notification sending schedule. This is in the following format: **Year-Month-Day Hour: Minute: Second ~Year-Month-Day Hour: Minute: Second**. Valid Mail notification sending schedule is defined by system administrator, such as notifications sent at 18:00 every day (usually one notification per day.)
- **Subject**: The subject of the mail
- **Sender**: This field displays the envelop sender address (**Mail From:**) on the mail (Envelope), though this could be different from the sender’s mail address when the mail is opened
- **Time**: The time to receive this mail
- **Size**: The size of this mail, in KB, MB
- **Reason**: The reason why the email is considered valid by the system.

Three options (hyperlinks) are available to the corresponding mail.

- **Spam**: Selecting this option flags the mail as a spam, and report this missed spam to the system. The mail will then be moved to the “missed spam” directory from the valid mail directory.
- **Black List**: Add the envelop senders email address to the black list so that the system will intercept the mails sent by this sender. We suggest you also add the mail address of the e-News that was not being read into the black list.
- **Delete**: Delete the mail

Click “Click Here” on the bottom of the mail to log in to the personalized management system of the Cellopoint Mail Reporter. If the administrator does not allow any user to log into the system, you are not allowed to log into the Cellopoint Mail Reporter.

CEF also support the sending of the notification mail in the form format. In the notification mail in the format of the table sheet, after you select a mail, click the button on the lower part to prosecute an action. The profit of the table sheet format is that it allows you to check many mails each time and again to prosecute



## 2. Passed Valid Mail Notification

the action, but some mail client will limit the action of the table sheet, and thus you must select the way to send the notification mail in the format of hyperlink.

# 3

## Log into the Management System

When you received notification emails on possible spam (see **Chapter 1**), you can click the “**Click Here**” hyperlink in the notification to login into the CEF Reporter system. At the Login screen, select the UI language, enter the **Account** and **password**, and click the “**Login**” button. You can also open your web browser and point to the CEF Reporter’s IP address to access the login page (**Note: The login function can be optionally disabled by system administrator.**)

Once the login is verified, you will see your personalized Mail Reporter Home Page. An example of the home page is shown here:

The screenshot displays the Cellopoint Mail Reporter interface. At the top, it shows the account name 'spamtrap' and the current page path 'Home > Summary > /HQ/Taipei/spamtrap'. A 'Logout' link is visible in the top right corner. The Cellopoint logo is on the left, with the tagline 'Secure Your Network'. Below the logo is a 'Home' button and a calendar for April 2007, with the 2nd of the month highlighted. A 'Summary' link is also present. The main content area is divided into two sections: 'Mail Statistics' and 'Accuracy (%)'. The 'Mail Statistics' section shows data for Today, Yesterday, and All time, including Valid, Missed Valid, Spam, Missed Spam, Virus, and Other Blocked counts and percentages. The 'Accuracy (%)' section shows 100.00% accuracy and 0.00% miss rate for all categories.

	Today (%)	Yesterday (%)	All (%)
Valid:	1 (16.67%)	1 (50.00%)	164 (45.56%)
Missed Valid:	0 (0.00%)	0 (0.00%)	0 (0.00%)
Spam:	5 (83.33%)	1 (50.00%)	193 (53.61%)
Missed Spam:	0 (0.00%)	0 (0.00%)	0 (0.00%)
Virus:	0 (0.00%)	0 (0.00%)	3 (0.83%)
Other Blocked:	0 (0.00%)	0 (0.00%)	0 (0.00%)
Total:	6 (100.00%)	2 (100.00%)	360 (100.00%)

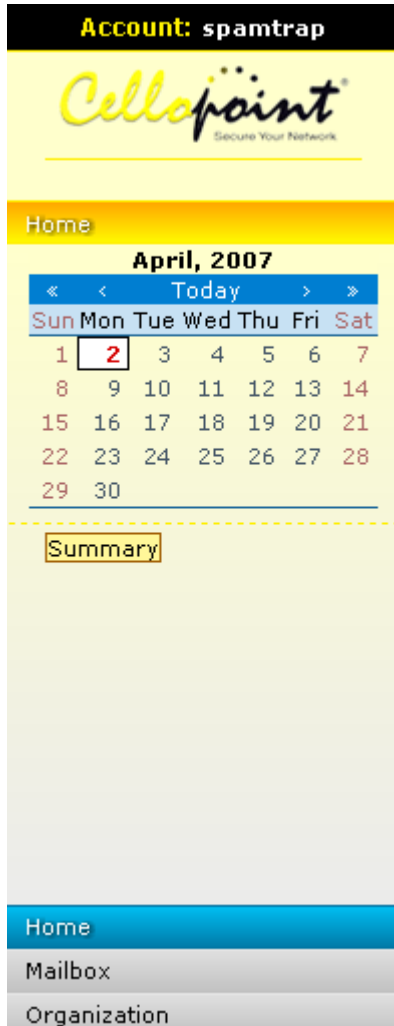
  

	Today	Yesterday	All
Valid accurate:	100.00%	100.00%	100.00%
Valid miss rate:	0.00%	0.00%	0.00%
Spam accurate:	100.00%	100.00%	100.00%
Spam miss rate:	0.00%	0.00%	0.00%
Total accurate:	100.00%	100.00%	100.00%
Total miss rate:	0.00%	0.00%	0.00%

### 3. Log into the Management System

The top side of the screen displays your login account as well as the organization you belong to.

**Account: spamtrap      Home > Summary > /HQ/Taipei/spamtrap**



The upper left corner of the screen displays the calendar menu, and you may click the date on the calendar to view the mail statistics and the mail data of the mail folder on this date.

You may click "<" ">" on the calendar to switch the month. If you hold down "<" ">", the Month menu will be popped out for you to select.

You may click "<<" ">>" on the calendar to switch the year. If you hold down "<<" ">>", the Year menu will be popped out for you to select.

To switch immediately to today's date, just click **"Today"**

The lower left corner of the screen displays is the main menu bar, where you can access your mail box and manage your account.

### 3. Log into the Management System

The right side of the screen displays statistics data, including mail statistics data and the statistics data of the correct rate.

#### Mail Statistics

Mail statistics displays information collected for the specified date on the calendar and the day before, on all valid mails (received and missed), spam (received and missed), virus mails and others, in the form of percentage.

#### Accuracy

This section of the display shows the calculated accuracy of each type of mail intercepted or received. The rates found in this section are derived from the following calculation:

Total Valid = Valid mail + Missed valid mail

Total Spam = Spam + Missed Spam

Total = Total Valid + Total Spam

- **Valid accurate** (*Valid mail received*) = (Valid mail/Total Valid) \* %
- **Valid miss rate** (*Valid mail intercepted as spam*) = (Missed valid mail/Total Valid) \* %
- **Spam accurate** (*Spam intercepted*) = (Spam/Total Spam) \* %
- **Spam miss rate** (*Spam accepted as valid mail*) = (Missed spam mail/ Total Spam) \* %
- **Total accurate** = [(Valid mail + Spam + Other interception)/Total] \* %
- **Total miss rate** = [(Missed valid mail + Missed spam mail )/Total] \* %

Mail Statistics

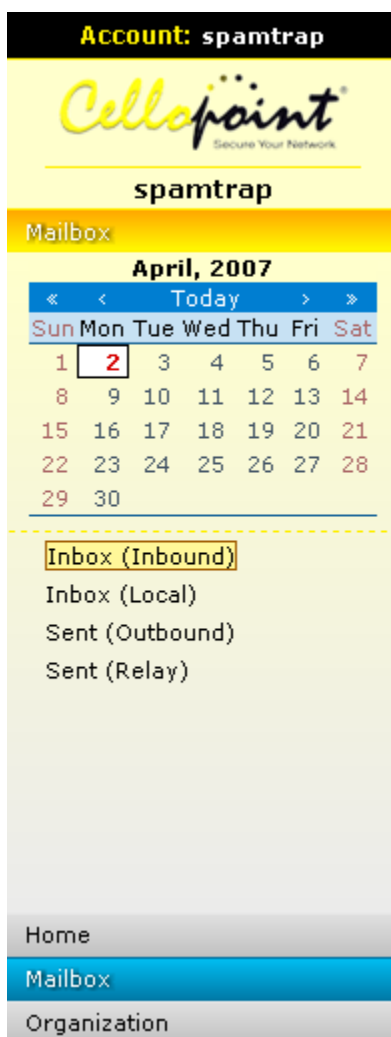
	Today	(%)	Yesterday	(%)	All	(%)
Valid:	1	(16.67%)	1	(50.00%)	164	(45.56%)
Missed Valid:	0	(0.00%)	0	(0.00%)	0	(0.00%)
Spam:	5	(83.33%)	1	(50.00%)	193	(53.61%)
Missed Spam:	0	(0.00%)	0	(0.00%)	0	(0.00%)
Virus:	0	(0.00%)	0	(0.00%)	3	(0.83%)
Other Blocked:	0	(0.00%)	0	(0.00%)	0	(0.00%)
Total:	6	(100.00%)	2	(100.00%)	360	(100.00%)

Accuracy (%)

	Today	Yesterday	All
Valid accurate:	100.00%	100.00%	100.00%
Valid miss rate:	0.00%	0.00%	0.00%
Spam accurate:	100.00%	100.00%	100.00%
Spam miss rate:	0.00%	0.00%	0.00%
Total accurate:	100.00%	100.00%	100.00%
Total miss rate:	0.00%	0.00%	0.00%

# 4

## Mailbox



Click mailbox on the left side, the submenu for 'inbox' mail box and 'sent' mail box will appear.

**Inbox:** It contains all mails you received, and it is also classified into "Inbound" and "Local". **Inbox (Inbound)** contains mails you received from outside, whereas **Inbox (Local)** contains mails are from the internal network (e.g. from intranet).

**Sent:** It contains all mails you sent, and based on "Outbound" and "Relay". **Sent (Outbound)** contains mails that are sent from the company to outside email domain. **Sent (Relay)** contains mails that are sent from outside to outside email domain.

Each mail box will when accessed, will display the mails in 5 categories (accessible via 5 tabs). They are the *Spam*, *Missed Spam*, *Valid*, *Missed Valid* and *Virus* tab. Note that the mails displayed are mails received on the date specified on the calendar. After clicking each mail tab, you will see mail list table, and the items listed as follows:

- **No.:** To list the mails. You may click Number to display the mail header information of this mail.
- **Subject:** To list the subject of this mail, and click the subject of this mail, you may see the content of this mail.
- **Sender (IP)/Receiver:** To display sender/receiver information of this mail. If you move the mouse cursor over the sender/receiver, you may search all mails about this mail sender/receiver.
- **Size:** It is allowed you to display a mail size, click the size to download this mail.
- **Reason:** To display the reason of this mail quarantined or passed.

### Each mail area is defined as follows:

- **Spam:** All mails which are considered as spam mails by the system will be placed in this area (Spam quarantine area.)
- **Missed Spam:** When user finds that a spam exists in valid mails, this missed spam will be moved from the original "Valid Mail" directory to this area after system administrator checks this mail or after using the notification mail, and then click "Spam" button to feed it back to the system.
- **Valid Mail:** All mails which are considered as spam mails by the system will be placed in this area (Valid mail backup area.)
- **Missed Valid Mail:** When user find that a valid mail exists in spam mails, this valid mail will be moved from the original "spam" directory to this area after system administrator checks this mail or after using the notification

#### 4. Mail Folder

mail, and then click "Not Spam" button to feed it back to the system.

- **Virus in Mail:** All mails which are considered as virus mails by the system will be placed in this area (Virus mail quarantine area.)

Each mail area will be introduced in detail as follows:

- **Spam:** All mails which are considered as spam mails will be placed in this area (spam mail quarantine area). There are four hyperlinks on the top of the spam mail area, i.e. "[Not spam](#)", "[Delete](#)", "[Resend](#)", and "[Forward](#)".
  - [Not Spam](#): clicking this will indicate that the mails selected are not spam. They will then be subsequently moved to the *Missed Valid* category
  - [Delete](#): After checking mails, press the deleted hyperlink, and the checked mails will be deleted.
  - [Resend](#): After selecting a mail, press [Resend](#) hyperlink, and thus the selected mail will be delivered to your mail box.
  - [Forward](#): After checking mails, press [Forward](#) and fill in mail address, and thus the checked mails will be delivered to this mail address.

Mailbox > Inbox (Inbound) > /HQ/Taipei/spamtrap Logout

<<  Spam  Missed Spam  Valid  Missed Valid  Virus

Filter : **Date** 2007-04-02 Clear Filter

Selected Mail(s) : [Not Spam](#) | [Delete](#) | [Resend](#) | [Forward](#) |  Select All: 5 Mail(s) < Prev 1 / 1 Go! Next >

<input type="checkbox"/>	No.	Subject	Sender(IP)/Recipient(Resent)	Size	Date	Reason
<input type="checkbox"/>	1	But between butterfly	Kmarsh escalate <123@123.com> (192.168.1.110) spamtrap <spamtrap@cellopoint.com>	18K	04-02 16:02	ICA_0004
<input type="checkbox"/>	2	Commonwealth relay champion Dean Mi ...	craftsmanship <123@123.com> (192.168.1.110) spamtrap <spamtrap@cellopoint.com>	20K	04-02 16:02	ICA_0004
<input type="checkbox"/>	3	e网无际 第1659期	魅力电子报-芬尔 <root@sh.mail ...> (210.64.24.34) spamtrap <spamtrap@cellopoint.com>	142K	04-02 12:29	13.1/4.0
<input type="checkbox"/>	4	华人媳妇在西雅图：也想放	魅力电子报-Yvonne <root@sh.ma ...> (210.64.24.34) spamtrap <spamtrap@cellopoint.com>	14K	04-02 09:14	5.9/4.0
<input type="checkbox"/>	5	华人媳妇在西雅图：我	魅力电子报-Yvonne <root@sh.ma ...> (210.64.24.34) spamtrap <spamtrap@cellopoint.com>	15K	04-02 09:04	7.3/4.0

Selected Mail(s) : [Not Spam](#) | [Delete](#) | [Resend](#) | [Forward](#) | Total: 5 Mail(s) < Prev 1 / 1 Go! Next >

Search Time : 0.019 sec(s) Network Time : 0.044 sec(s) Render Time : 0.093 sec(s)

- **Valid Mail:** All mails which are considered as spam mails will be placed in this area (valid mail backup area). There are four hyperlinks on the top of the valid mail area, i.e. "[Spam](#)", "[Delete](#)", "[Resend](#)", and "[Forward](#)".
  - [Spam](#): When user finds that a missed spam mail exists in the valid mail area, you may check this mail and press [Spam](#) hyperlink, and the checked mail will be moved to the "Missed Spam" mail area.
  - [Delete](#): After checking mails, press the deleted hyperlink, and the checked mails will be deleted.
  - [Resend](#): After checking a mail, press [Resend](#) hyperlink, and thus the checked mail will be delivered to your mail box.
  - [Forward](#): After checking a mail, press [Resend](#), and fill in mail address, and thus the checked mail will be delivered to this mail box.

The screenshot shows a web-based email interface. At the top, there is a navigation bar with "Mailbox > Inbox (Inbound) > /HQ/Taipei/spamtrap" and a "Logout" link. Below this is a filter bar with buttons for "Spam", "Missed Spam", "Valid", "Missed Valid", and "Virus". The "Valid" filter is selected. Below the filter bar, there is a "Filter : Date 2007-04-02" and a "Clear Filter" link. The main content area shows a list of selected mails (2 Mail(s)) with columns for "No.", "Subject", "Sender(IP)/Recipient(Resent)", "Size", "Date", and "Reason".

No.	Subject	Sender(IP)/Recipient(Resent)	Size	Date	Reason
1	test from yahoo	liaoyuankai <liaoyuankai@yaho ... (203.188.200.200)> spamtrap <spamtrap@cellopoint.com>	3K	04-02 16:08	-0.2/4.0
2	【技术在线!】0402 : Numenta公司 : ...	魅力电子报-技术在线! <root@s ... (210.64.24.34)> spamtrap <spamtrap@cellopoint.com>	29K	04-02 11:58	0.3/4.0

At the bottom of the screenshot, there is a "Selected Mail(s) : Spam | Delete | Resend | Forward |" bar, a "Total: 2 Mail(s)" indicator, and search performance metrics: "Search Time : 0.008 sec(s)", "Network Time : 0.148 sec(s)", and "Render Time : 0.031 sec(s)".

- **Missed Spam:** When user finds that any spam exists in the valid mail area, it may done through the mail notification or checked by the system administrator, and after clicking "This is a spam" hyperlink to feedback it to the system, this missed spam mail will be moved to this area from "Valid Mail" mail area. There are three hyperlinks on the top of the missed spam mail area, i.e. "[Resend](#)", "[Delete](#)", "[Forward](#)", "[Report](#)".
  - [Delete](#): After selecting mails, press the deleted hyperlink, and the selected mails will be deleted.
  - [Resend](#): After checking mails, press [Resend](#) hyperlink, and thus the checked mails will be delivered to your mail address.
  - [Forward](#): After checking mails, press [Forward](#) and fill in mail address, and thus the checked mails will be delivered to this mail address.
  - [Report](#): clicking this will send these mails to Cellopoint for further analysis.



## 4. Mail Folder

The screenshot shows the Mailbox interface for the 'Inbox (Inbound)' folder, specifically the '/HQ/Taipei/spamtrap' sub-folder. The interface includes a navigation bar with tabs for 'Spam', 'Missed Spam', 'Valid', 'Missed Valid', and 'Virus'. The 'Missed Valid' tab is selected. Below the navigation bar, there is a filter section with 'Date 2007-04-02' and a 'Clear Filter' link. The main content area shows a table with columns for 'No.', 'Subject', 'Sender(IP)/Recipient(Resent)', 'Size', 'Date', and 'Reason'. The table is currently empty, displaying 'No data'. Navigation controls include 'Selected Mail(s): Delete | Resend | Forward | Report |' and 'Select All: 0 Mail(s)'. Pagination shows '< Prev 1 / 1 Go! Next >'. At the bottom, there are search and network statistics: 'Search Time : 0.007 sec(s) Network Time : 0.102 sec(s) Render Time : 0.031 sec(s)'.

- **Missed Valid Mail:** When user finds that any valid mail exists in the spam area, it may be done through the mail notification or checked by the system administrator, and after clicking **“Not Spam”** button to feedback it to the system, this missed valid mail will be moved to this area from “Spam” mail area. There are three hyperlinks on the top of the missed valid mail area, i.e. **“Resend”**, **“Delete”**, **“Forward”**, **“Report”**
  - **Delete:** After checking mails, press the deleted hyperlink, and the checked mails will be deleted.
  - **Resend:** After checking mails, press **Resend** hyperlink, and thus the checked mails will be delivered to your mail address.
  - **Forward:** After checking mails, press **Forward** and fill in mail address, and thus the checked mails will be delivered to this mail address.
  - **Report:** clicking this will send these mails to Cellopoint for further analysis.

This screenshot is identical to the one above, showing the 'Missed Valid' folder in the Mailbox interface. The navigation bar, filter section, and table are all the same. The search and network statistics at the bottom are: 'Search Time : 0.005 sec(s) Network Time : 0.073 sec(s) Render Time : 0.016 sec(s)'.

- **Virus in Mail:** All mails which are considered as virus mails will be placed in this area (virus mail quarantine area.)
  - **Delete:** After checking mails, press the deleted hyperlink, and the checked mails will be deleted.
  - **Resend:** After checking mails, press **Resend** hyperlink, and thus the checked mails will be delivered to your mail address.
  - **Forward:** After checking mails, press **Forward** and fill in mail address, and

#### 4. Mail Folder

thus the checked mails will be delivered to this mail address.

Mailbox > Inbox (Inbound) > /HQ/Taipei/spamtrap Logout

<<  Spam  Missed Spam  Valid  Missed Valid  Virus

Filter : **Date** 2007-04-02 Clear Filter

Selected Mail(s) : [Delete](#) | [Resend](#) | [Forward](#) |  Select All: 1 Mail(s) < Prev 1 / 1 Go! Next >

<input type="checkbox"/>	No.	Subject	Sender(IP)/Recipient(Resent)	Size	Date	Reason
<input type="checkbox"/>	1	Re: Your product	boy035@yahoo.com.tw <123@123... (192.168.1.110)> spamtrap <spamtrap@cellopoint.com>	26K	04-02 17:14	Worm.SomeFool.D

Selected Mail(s) : [Delete](#) | [Resend](#) | [Forward](#) | Total: 1 Mail(s) < Prev 1 / 1 Go! Next >

Search Time : 0.009 sec(s) Network Time : 0.085 sec(s) Render Time : 0.063 sec(s)

You can filter the mail list based on various mail attributes such as subject, sender email address, size, etc. Click the “**Filter**” hyperlink located at the left top corner of the mail list. A filter interface will be displayed as shown below:

**Filter**

Keyword:

Subject:

Attachment:

Sender:  Email Address  IP  Domain

Recipient:

Size:  ~  KB

Date:  From  To  (YYYY-MM-DD)

Time:

Reason:

Sorting:  By Subject

The filtering will be based on the fields specified in this interface, as described follow:

- Keyword:** Keywords or phrases found in the mail header
- Subject:** Words or phrases found in the subject title
- Attachment:** Names of the attachment
- Sender:** Sender's full email address, IP or domain
- Recipient:** Recipient's full email address, IP or domain
- Size:** A range of email sizes
- Date:** Range of dates the mails were received
- Time:** Time range which the mails were received
- Reason:** Specific reason why the mails were passed or quarantined

You can also select to display the mails sorted by Subject.

# 5

## Account Management

You can manage your account by selecting the "Account" option from the main menu bar. Your main account information will be displayed on the right, while the organization of your account (which group you belong to) will be on the left. An example is shown below:

**Organization > All Accounts > /HQ/Taipei/spamtrap** Logout

[Edit group BW list](#)

**Related groups :**

HQ

In the left group tree, black-font indicates: **member of**, underline indicates: **administrator of**

---

**Account :** spamtrap      **AUTH scheme :** LDAP

**Display name :** spamtrap      **LOCAL password :** \*\*\*\*

**N-mail message :** English      **Confirm :** \*\*\*\*

**N-mail feedback :** Hyperlink

---

**User privacy :**

<input checked="" type="checkbox"/> Can login	<b>Notification :</b> <input checked="" type="checkbox"/> Confirm-VALID
<input checked="" type="checkbox"/> Can correct mail	<input checked="" type="checkbox"/> Quarantine-SPAM
<input checked="" type="checkbox"/> Can delete mail	<input checked="" type="checkbox"/> Quarantine-VIRUS
<input checked="" type="checkbox"/> Can resend mail	<b>Policy :</b> <input type="checkbox"/> By pass anti-spam
<input checked="" type="checkbox"/> Can forward mail	<input type="checkbox"/> Always as spam

---

**Email address :**

spamtrap@cellopoint.com

[OK](#)

## 5. Account Management:

You can edit some of the fields in your account information:

**N-mail message:** you can select the language (English, Simplified Chinese or Traditional Chinese) of the Notification mail message.

**N-mail feedback:** you can choose whether your notification mail feedback will be presented in hyperlinks, form or summary.

You can select the **Notification** options you want by checking them:

**Confirm-VALID:** Select to receive acknowledgement of the valid mail notification. The time which the acknowledgement will be sent is determined by the administrator.

**Quarantine-SPAM:** Select to receive spam mail quarantine notification. The time which the notification will be sent is determined by the administrator.

**Quarantine-VIRUS:** Select to receive virus mail quarantine notification. The time which the notification will be sent is determined by the administrator.

You can also select the policy option "**By pass anti-spam**". This will effectively disable any anti-spam scanning, and all mails that are not in your black list will not be filtered.

The screenshot shows a configuration window for an account. The 'Account' section includes fields for Account (spamtrap), Display name (spamtrap), N-mail message (English), and N-mail feedback (Hyperlink). The 'User privacy' section has checkboxes for Can login, Can correct mail, Can delete mail, Can resend mail, and Can forward mail. The 'Notification' section has checkboxes for Confirm-VALID, Quarantine-SPAM, and Quarantine-VIRUS. The 'Policy' section has checkboxes for By pass anti-spam and Always as spam. The 'Email address' field contains spamtrap@cellopoint.com. The 'AUTH scheme' is set to LDAP and the 'LOCAL password' is masked with dots. An 'OK' button is at the bottom.

## 5. Account Management:

To set up your Black and White list, click the “**Edit group BW list**” button located at the left hand corner of the screen. You will see your current black and white list displayed:

Organization > All Accounts > /HQ/Taipei/spamtrap Logout

[Back](#)

Edit black, white list → /HQ/Taipei/spamtrap

**Black address list**

Email address

Export black list ▾ [Download...](#)

Import black list ▾

Merge current black list with imported file

**White address list**

Email address

Export white list ▾ [Download...](#)

Import white list ▾

Merge current white list with imported file

**Black List:** The sender’s e-mail address is defined as an incoming source address being intercepted by the system.

**White List:** Sender’s email Address is defined as the incoming source address being passed by the system.

In this page, you may add, delete, and clear your black list/white list, and you also can export or import black list/white list, and the function “Merge the Current Black List/White List with the imported file” represents that it will be merged with an existing list after importing list. Note: If you do not click this function, the imported list will overwrite this existing list.

In black list, you may enter any one of five sender formats:

- “**xx@xx**” : Sender email address full match.
- “**xxxx@**” : Sender name full match.
- “**@xxxx**” : Sender domain full match.
- “**xxxxxx**” : To partially compare mail sender’s email address ( sender email address partial match.

## 5. Account Management:

- IP Address: To compare mail sender's IP address.

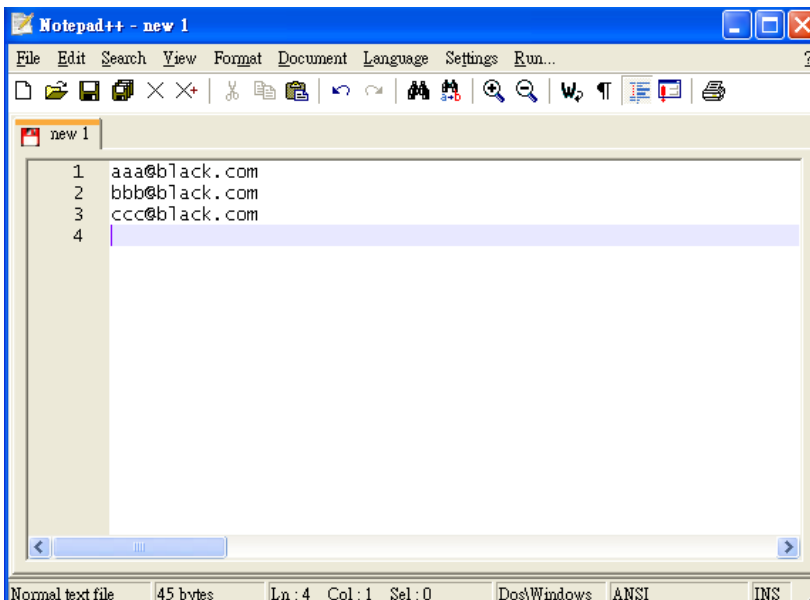
There are 4 ways to add into the black list/white list:

1. Manually add the address into the list, using the text box provided and click the "Add" button
2. As for the import or export action in the list, the most popular way to accomplish it is that you export the address book from the Outlook Express address book, and then import the white list of this system.
3. Add from the Spam Quarantine Notification or Valid Mail Notification.
4. Add through the mail reporter.

You can export the current list by clicking the "**Download...**" hyperlink. The list will be saved as a text file.

To import a list to the Black/White List, the imported file needs to be in the text format. You can therefore create a list of addresses using a text-editing tool and import the list to the system.

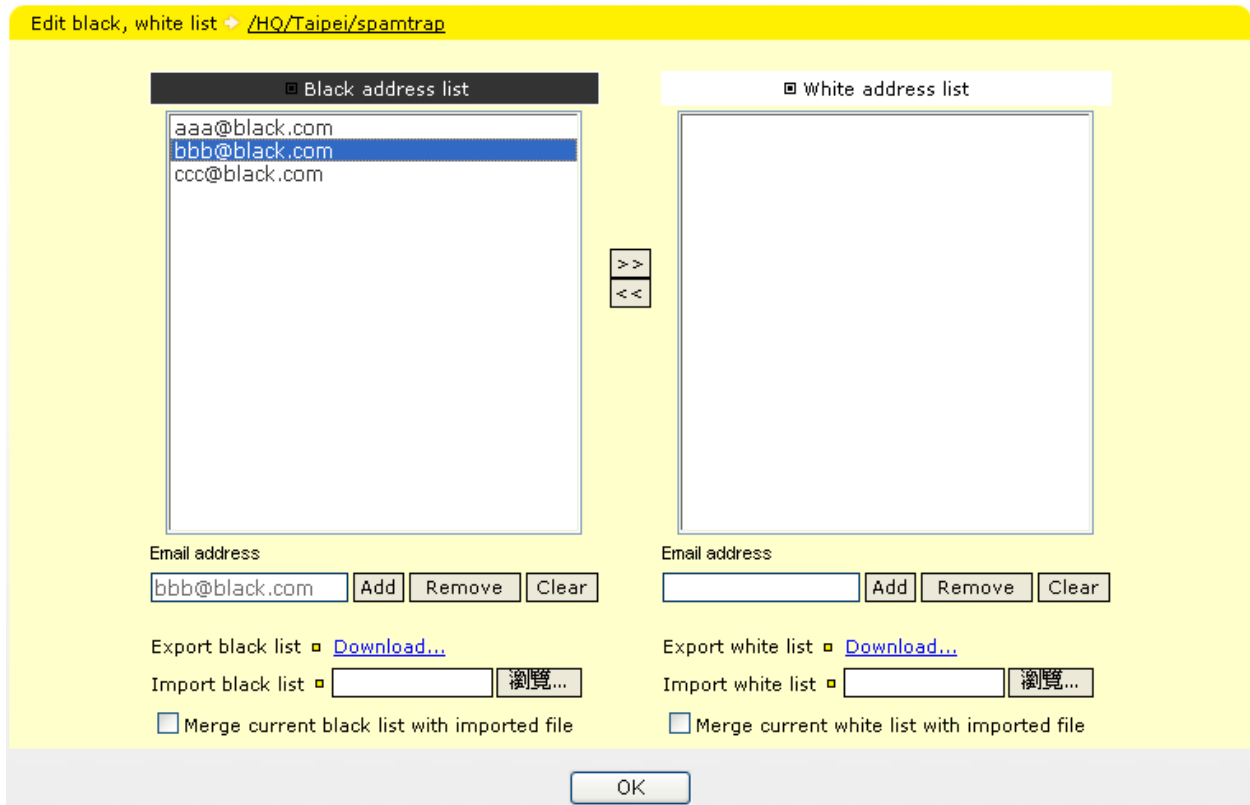
To import addresses from mail software such as Microsoft Outlook, you must first export the software's address book to a text format file, with just the email addresses as entries (in the format of [xxx@xxx.xxx](#)), as shown in the example below: (one line for one email address)



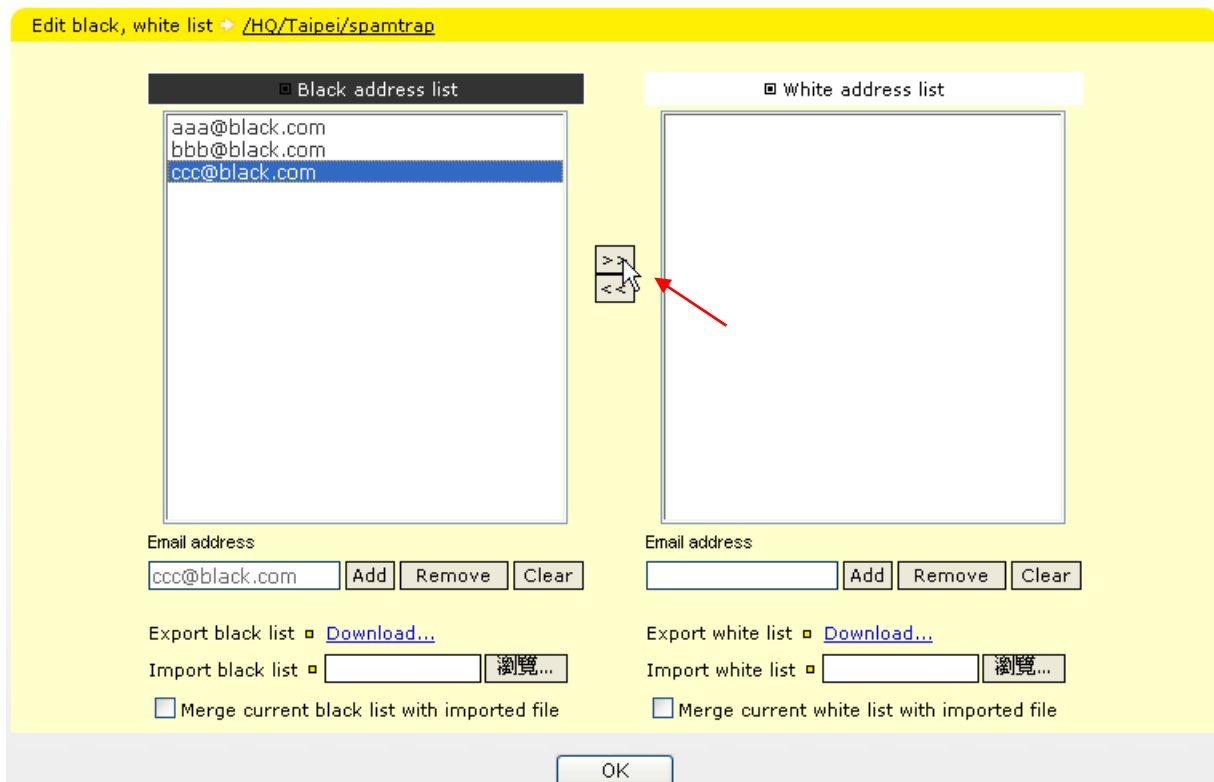
## 5. Account Management:

Then click the "**Browse...**" button to locate and upload the file.

After importing the black list, the screen will display as follows:



If you find the error setting of [ccc@black.com](mailto:ccc@black.com), please click the ">>" key in the white list. And then it will be moved to white list table as shown below:





## 5. Account Management:



Again, press "Confirm" key to enable it.