**Introduction**

The UAB Information Technology (UAB IT) spam blocking service, called “Spamblocker”, will allow users to:

- Select the level (“policy”) of spam blocking they prefer;
- Automatically quarantine and/or discard spam based upon the policy selected;
- Receive a daily email digest listing the spam in their Quarantine for the user to review if they desire.

**How the Spam Blocking System Works**

UAB’s spam blocking service works by classifying each message as “Adult Spam,” “Definite Spam,” “Possible Spam” or “Not Spam”. Each user can set the service to one of the four policy settings including the ability to opt out altogether. The policies and their affect on the spam are summarized in the chart below:

<table>
<thead>
<tr>
<th>Policy</th>
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<tr>
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*The “Default” policy is equivalent to the “Cautious Plus” policy.

**Default:** Adult Spam is automatically deleted; Definite Spam and Possible Spam are sent to Quarantine; Not Spam is sent to the user’s mailbox.

**Aggressive:** Adult Spam and Definite Spam are automatically deleted; Possible Spam is sent to Quarantine; Not Spam is sent to the user’s mailbox.

**Cautious Plus:** Adult Spam is automatically deleted; Definite Spam and Possible Spam are sent to Quarantine; Not Spam is sent to the user’s mailbox.

**Cautious:** Adult Spam, Definite Spam and Possible Spam are sent to Quarantine; Not Spam is sent to the user’s mailbox.

**None:** All email is sent to the user’s mailbox.
Definitions of Spam Results:

**Quarantine** – An email in this status is sent to a quarantine location where it will reside for 7 days; thereafter it will be deleted. Up until the time of deletion, the user has the ability to view the email in Quarantine. Users will receive an email digest daily, listing what emails have been placed in Quarantine in the last day.

**Discarded** – An email in this status is automatically deleted, and the user will never see it.

**Inbox** – An email in this status is sent to the user’s inbox.

**Digest Email**

Users will receive a daily email digest listing emails held in Quarantine for that day (see Figure 1). It will appear in their inbox from the address ‘spam blocker@uab.edu.’ If ignored, the quarantined email is deleted after 7 days. **Note:** *If the user does not wish to receive the digest daily, there is an option to turn this feature off, described below. You can also choose to delegate your digest to another email address. To do this, you will need to contact AskIT (AskIT@uab.edu) by email or phone at 205-996-5555 and put in a request.*

**Figure 1 - Example of a Digest Email**

From the digest, users can choose to take the following actions on the spam in their Quarantine:

**View** – a message that is sent to Quarantine. The user will be prompted to log into the Spamblocker program prior to viewing the message.

**Release** – a message from Quarantine and send to the user’s inbox.

**Safelist** – a message if a user chooses to add a sender to the Safe Senders List. The system will then recognize the address as safe and forward any future emails from this address to the user’s inbox.
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**Not Spam** - Allows the system to recognize that the message is legitimate, and comparable messages sent in the future should not be marked as spam.

Other digest email features:

**Request a New End User Digest**: Choosing this option will allow users to receive an updated copy of their digest.

**Request a Safe/Blocked Senders List**: Choosing this option will allow users to receive a message listing email addresses and domains that are in their Safe Senders Lists and Blocked Senders Lists.

**Manage My Account**: Choosing this option will take users to the Spamblocker login screen where they can log in to manage their lists, profile and quarantine.

*Spamblocker Log In and Set Up*

1. Go to [https://spamblocker.ad.uab.edu:10020](https://spamblocker.ad.uab.edu:10020)

2. Users will be prompted to log in using their BlazerID and password.

3. After login, the user will see (Figure 2) their Quarantine, Lists and Profile sections.

   *Note: The title bar at the very top of the browser window is labeled “Proofpoint Protection Server.”

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*Figure 2 - Example of a User’s Spamblocker Account*
The user may take the following actions:

**Quarantine**
All emails that have been sent to Quarantine in the last 7 days can be viewed from this window. The number of emails in Quarantine are displayed in the left side bar. Emails older than 7 days are deleted automatically. From the Quarantine section, the user may take the following actions by clicking the icons in the top toolbar:

- **Logout** - Logs the user out of their Spamblocker account.
- **Find** – Allows the user to search the emails that are in Quarantine.
- **Release** - Selected message(s) are released from Quarantine and sent to the user’s inbox.
- **Not Spam** - Allows the system to recognize that the selected message is legitimate, and comparable messages sent in the future should not be marked as spam.
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**Safelist** – Selected messages are added to the Safe Senders List. The system will then recognize the address as safe and forward any future emails from this address to the user’s inbox.

**Delete** – Selected messages are deleted.

**Lists** – Helpful functions that allow the user to Select All of the emails, Unselect All of the emails, Request Digest be emailed to them, or Refresh the Quarantine list view.

**Lists**
From this section, users can view and manage their Safe Senders List and Blocked Senders List. Lists give the user the additional functionality of managing email from specific email addresses. To view either of these lists, click the link in the left side navigation bar.

**Safe Senders List** - Users have the option of placing sent-from addresses that are caught in quarantine on a safe list. The system will then recognize the address and always allow it to go to the user’s inbox.

**Blocked Senders List** - Users have the option of placing sent-from addresses on a blocked senders list. The system will then recognize the address and always reject these messages. They will be deleted permanently instead of being delivered to the Inbox or Quarantine.

From each of the lists, the user may take the following actions by clicking the icons in the top toolbar:

**Logout** - Logs the user out of their Spamblocker account.

**New** – Allows the user to enter an address to be added to a list.

**Edit** – Allows the user to edit a selected sender’s email address.

**Delete** - Allows the user to delete the selected email addresses from a list.

**Lists** – Helpful functions that allow the user to Select All of the email addresses, Unselect All of the email addresses, Request Digest be emailed to them, or Refresh the Quarantine list view.

**Profiles (Spam Blocking Policies)**
From this section, users can edit their Settings and Account. To view either of these, click the link in the left side navigation bar.
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**Settings** – Allows users to change settings in Spamblocker that will effect what email is blocked and the receipt of a daily digest. Note: Users only need to take action if they wish to change their default settings. Actions users can take are:

**Send digest with new messages in my Spamblocker - End User Digest** – The default setting is that the user will receive an End User Digest daily. If the user does not wish to receive the digest, he/she should deseselect this option. Select **Save** to finalize.

**Send digest even when I have no messages in my Spamblocker - End User Digest** – By default, the user will not receive an End User Digest if no emails have been sent to spam in the previous day. If the user wants to receive a digest even though there are no new spam emails, he/she should select this option. Select **Save** to finalize.

**Preferred Language** – The default language is English. If the user wants to change the language, he/she should choose the appropriate language and select **Save** to finalize.

**What type of spam detection do you want? Please select a policy from the list below.** – All users are initially given the Default policy. The user does have the option to switch policies. See the chart below for the definition of each of the policies. If the user changes the current policy, he/she must select **Save** to finalize.

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*The “Default” policy is equivalent to the “Cautious Plus” policy.*

**Account** - Allows users to see which of their email aliases are being protected by Spamblocker. If you have an account that is not listed, please contact AskIT at 205-996-5555 or by email at AskIT@uab.edu. By clicking the icons in the top toolbar the user may:

**Logout** - Logs the user out of his/her Spamblocker account.

**Lists** – Helpful functions that allow users to Request Digest be emailed to them, or Refresh the displayed list.

If you have any questions, please feel free to contact us through our help desk, AskIT, by email or phone at 205-996-5555.