



## Spamblocker User Instructions

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### 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:

Policy	Spam Results			
	Adult Spam	Definite Spam	Possible Spam	Not Spam
Default*	Discarded	Quarantined	Quarantined	Inbox
Aggressive	Discarded	Discarded	Quarantined	Inbox
Cautious Plus	Discarded	Quarantined	Quarantined	Inbox
Cautious	Quarantined	Quarantined	Quarantined	Inbox
None	Inbox	Inbox	Inbox	Inbox

\*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.



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## 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 ‘spamblocker@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](mailto:AskIT@uab.edu)) by email or phone at 205-996-5555 and put in a request.*

Figure 1 - Example of a Digest Email

The emails listed below have been placed in your personal Quarantine since you received your last Spamblocker - End User Digest. They will be deleted after 7 days. To deliver an email to your inbox, click on Release. To deliver an email to your inbox and add the email sender to your Safe Senders List, click on Safelist. This ensures that no emails from that sender will be blocked in the future. To report messages that are not spam but are listed in the digest, click on Not Spam.

[Request New End User Digest](#) [Request Safe/Blocked Senders List](#) [Manage My Account](#) [Help](#)

Quarantine				Score	From	Subject
<a href="#">View</a>	<a href="#">Release</a>	<a href="#">Safelist</a>	<a href="#">Not Spam</a>	100	<a href="mailto:david.dewaters@viewscore.com">david.dewaters@viewscore.com</a>	Free Image Hosting
<a href="#">View</a>	<a href="#">Release</a>	<a href="#">Safelist</a>	<a href="#">Not Spam</a>	100	<a href="mailto:nona06@chez.com">nona06@chez.com</a>	Who did that?
<a href="#">View</a>	<a href="#">Release</a>	<a href="#">Safelist</a>	<a href="#">Not Spam</a>	100	<a href="mailto:wsj@sooner.net.ou.edu">wsj@sooner.net.ou.edu</a>	We know what you really need today and provide you...

Please feel free to contact us through our help desk, AskIT, by email or phone at 205-996-5555.

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.

**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>
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."

*Figure 2 - Example of a User's Spamblocker Account*



**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 deselect 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.

Policy	Spam Results			
	Adult Spam	Definite Spam	Possible Spam	Not Spam
Default*	Discarded	Quarantined	Quarantined	Inbox
Aggressive	Discarded	Discarded	Quarantined	Inbox
Cautious Plus	Discarded	Quarantined	Quarantined	Inbox
Cautious	Quarantined	Quarantined	Quarantined	Inbox
None	Inbox	Inbox	Inbox	Inbox

\*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](mailto: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.