Spam Quarantine Service User Guide 1.0

The spam quarantine service is implemented as follows:

1. Every user with a Weizmann Institute Exchange mailbox is assigned a personal quarantine on the Institute’s mail gateway.

2. Users wishing to refrain from using this service can opt out at any point, via the Weizmann Institute Internal Services system.

3. An e-mail is sent out by the gateway daily, at 8:00 AM, listing messages having been quarantined during the previous day. If no messages have been quarantined, the gateway will not send out this e-mail.

The screenshot above features a sample daily message sent out by the gateway, with each line representing a message having been quarantined. If all quarantined e-mail messages are indeed spam, no further action is required. Quarantined messages will automatically be deleted from the gateway after a period of 120 days.
4. Should you wish to inspect quarantined mail more closely, or specify that one or more messages are in fact legitimate and are to be pulled out of quarantine, simply click the your email quarantine link and you will be transferred to the mail gateway (this link is only accessible from within the Institute’s network, or via remote VPN connection). Log in using your personal Weizmann Institute user ID and password.

5. Once logged in, you’ll be presented with a list of all quarantined messages. Regardless of the daily e-mail reminders, you may log into your personal quarantine at any time, via https://antispam.weizmann.ac.il:83/login.
6. Inspect the content of quarantined mail by clicking each message’s respective subject heading.

7. You may select one or more messages to manage, and subject them to a number of actions.
The following actions are supported:

- **Release** – releases the message from quarantine to your inbox. While this action will release the message, the gateway will continue to tag it as spam, and further similar messages will end up in quarantine, too.

- **Release and Add to Safelist** – releases the messages selected to your inbox, and automatically adds them to your personal safelist. From now on, similar messages will no longer be quarantined. You can always revert your decision, to have these messages tagged as spam again.

- **Delete** – deletes e-mail messages, so as to save storage space.

8. You may access additional spam behavior adjustment actions in the upper right-hand corner of the page.

Additional actions include:

- **Blocklist** – allows you to manually specify a personalized list of e-mail messages and domains to be blocked.
- **Safelist** – enables you to mark sender e-mail addresses as safe in a personalized list. Simply delete addresses from this list to have them tagged as spam and quarantined again.