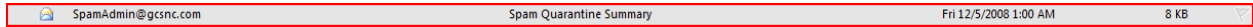
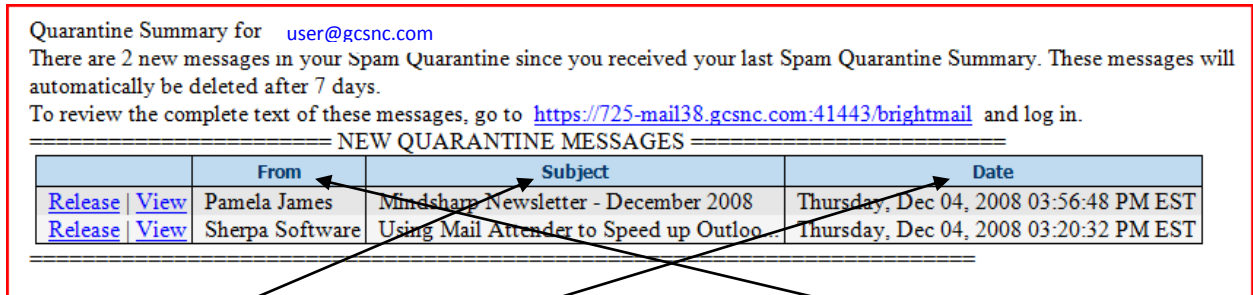


An email that is suspected of being SPAM will now be held in a central quarantine location.

You will receive periodic email messages alerting you that new messages have been filtered.



The body of the email will look similar to the following sample.



This email message provides you with a summary of each message including the **Sender**, an abbreviated **Subject** line, and the **Date** of the arrival.

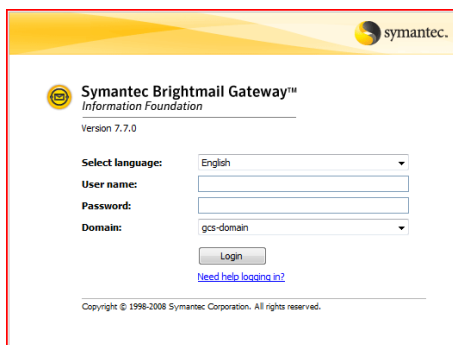
From this message, you can choose to **Release** the email so that it can be delivered to your Inbox.

You can also choose to **View** the complete message. (Note that at this point the message has not been delivered to your mailbox and is not counting against your server email storage.)

Should you choose to leave the message in the quarantine; the message will be purged automatically after 7 days.

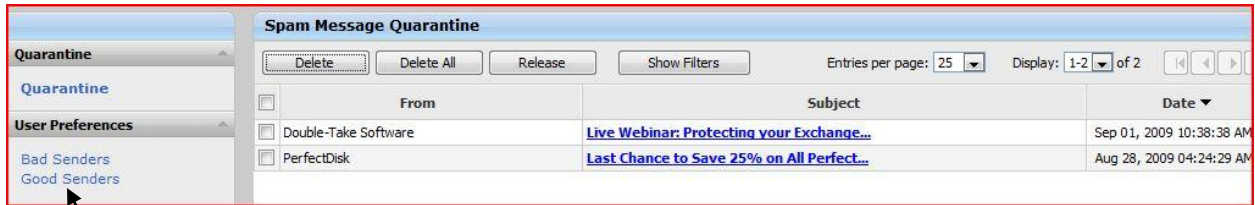
There is also a link to go directly to the quarantine system. When you select

<https://725-mail38.gcsnc.com:41443/brightmail>, you are taken to the login screen for the system.

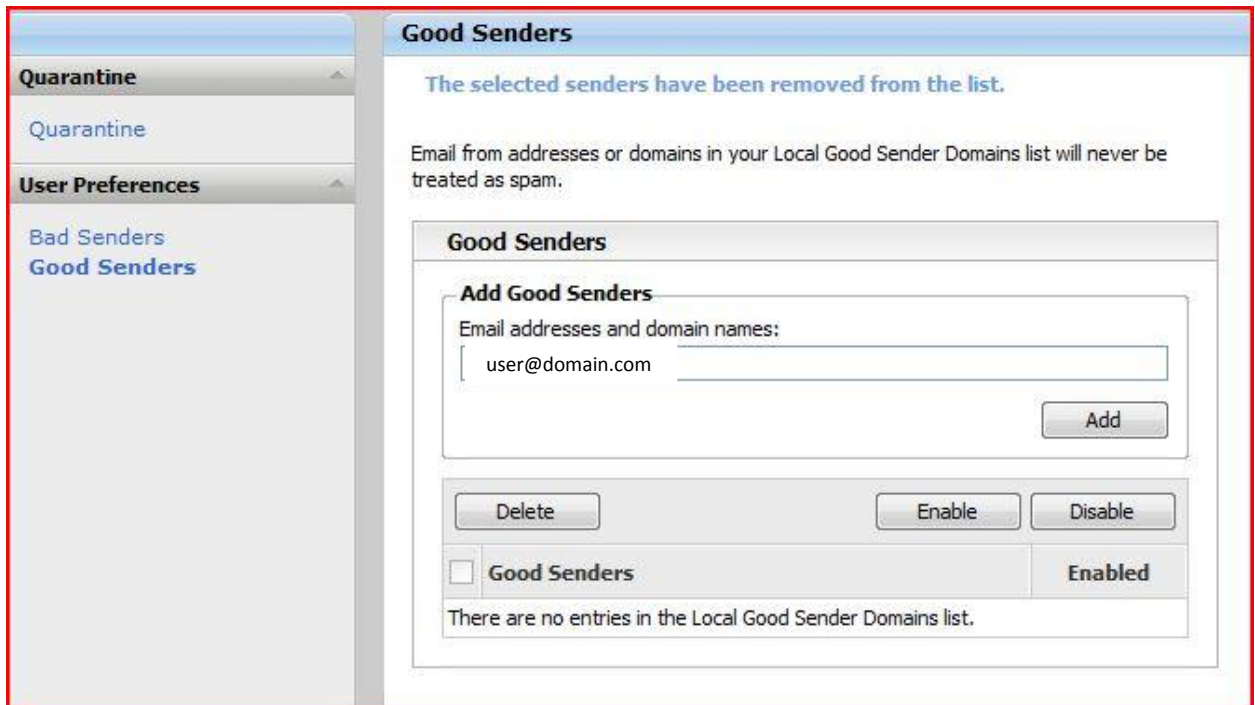


Type the same username and password that you currently use to access your email into the appropriate lines and select the Login button.

You will then see a summary of the messages being held as well as some tools that will allow you to manage what messages are identified as SPAM in your mailbox.

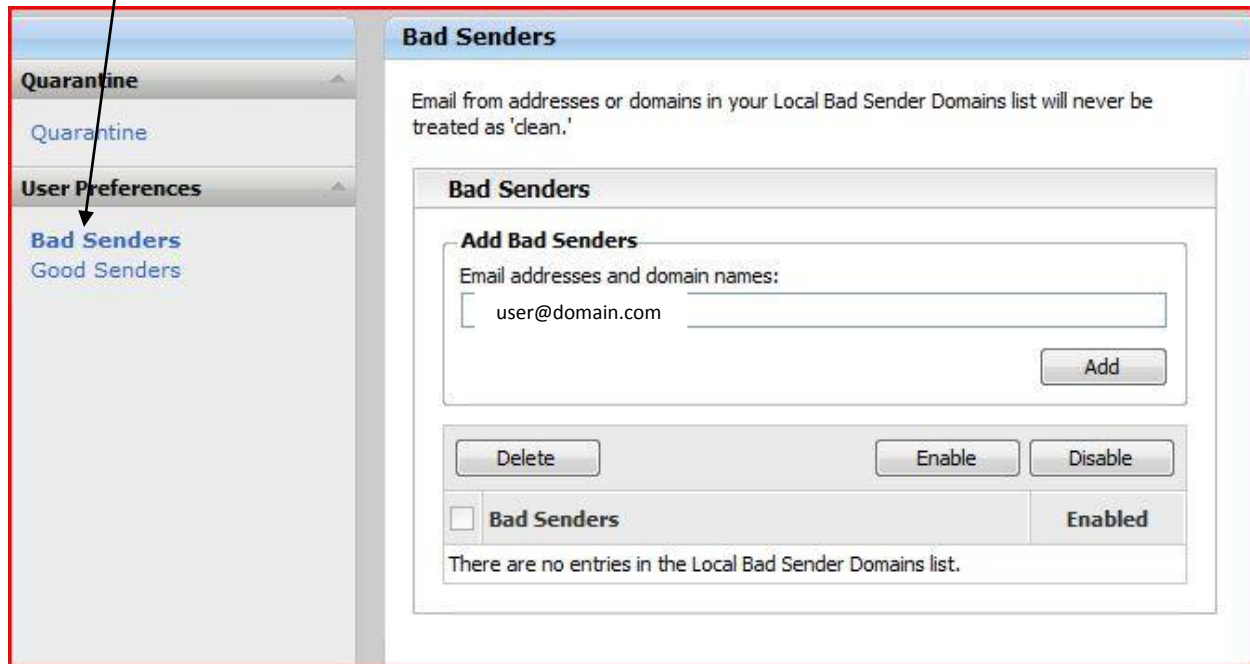


The “Good Senders” link should be used to identify users that **SHOULD ALWAYS BE ALLOWED** to send you messages and should never be marked as SPAM.



Enter the appropriate email address and select the “add” button. If you want to always allow multiple users from the same domain to be unfiltered, enter the appropriate domain.

The “Bad Senders” should be used to identify addresses that **SHOULD NEVER BE ALLOWED** to send you messages and should always be marked as SPAM.



Enter the appropriate email address and select the “add” button. If you want to always block multiple users from the same domain to be unfiltered, enter the appropriate domain name.

How can I keep from getting spam?

The best way to handle SPAM is to avoid it in the first place. Although not 100% guaranteed, taking certain precautions can significantly reduce the amount of SPAM that you receive.

- Do not share your e-mail address with companies or entities outside of Guilford County Schools. (i.e. entering contest, chat groups, surveys, etc.) Many of these entities look for you to give them your information so they may sell it to marketing companies.
- Do not reply to a Spam e-mail. (It will let the spammer know that your address is a valid account)
- Do not forward chain e-mails (i.e. “pass this to 10 people to get good luck”, “share a prayer”, “e-mail jokes with lots of forwards already attached”, etc.) Individuals get these forwarded e-mails and pull the addresses off the e-mail to sell to marketing companies.
- Use a separate email address for online ordering and information. Use a free service such as Hotmail® to obtain an email address to use for requesting information or ordering online. Do not use your main email address.
- Do not post email addresses on websites. This is the MOST common method of obtaining email addresses according to a recent study. Give out email addresses to parents or others in person, in writing or email.