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**Introduction**

The current UW Anti-spam Filter MailWatch (MSP Mail/MaxMail) is scheduled to be replaced by a new product called Solarwinds Mail Assure.

On March 21, 2018, Mailwatch will cease filtering all incoming email. All new incoming email will be filtered by Mail Assure.

The URL [https://sg.uwinnipeg.ca](https://sg.uwinnipeg.ca) will be used to access Mail Assure.

MailWatch will cease to filter new emails, but may still have needed emails inside the quarantine. If Mailwatch access is needed on and after March 21, please use the url [https://oldsg.uwinnipeg.ca](https://oldsg.uwinnipeg.ca). Access to MailWatch will be available until end of March 31, 2018.
Login Page

Mail Assure login will be accessible at https://sg.uwinnipeg.ca beginning March 23, 2018 after 8:00pm. Please use the same credentials used in Mailwatch to access Mail Assure (UW Email Address and Windows password)
DashBoard

Upon Logging in, you will be presented with the DashBoard.

The options available are

1. Spam Quarantine
2. Periodic User Report
3. Sender Whitelist
4. Sender Blacklist

From the dashboard, you may access any of the above 4 options either on the left column or from the icons in the main body of the dashboard.
Spam Quarantine

In the SPAM Quarantine option, all the incoming messages to your email address that were quarantined by Mail Assure will be displayed.

On this page you can:

1. Search for a quarantined message - Using the Search fields at the top of the page.
2. Preview quarantined message content - By clicking on the message link in the Subject column.
3. Empty spam quarantine - Click on the Empty spam quarantine button at the top right of the page.
4. Release quarantined messages - Allow messages to be delivered to the recipient.
5. Remove/delete messages
Spam Quarantine - Preview

To Preview an individual email in the SPAM quarantine, click on the message link in the Subject column.

In the Mail Preview Page, you have the option to view the SPAM email safely in Normal or Raw output. There is also an option to view it in Plain (text) or HTML.
Spam Quarantine - Release

To release an email from the SPAM Quarantine, Click on the dropdown to the left of the message and select Release.

NOTE: There is also the option to Release and Train. This option allows the messages to be delivered and train Mail Assure to recognize future messages from this sender as not spam.
Periodic User Report

The Periodic User Report option is similar to the Message Digest feature of Mailwatch. You can configure Mail Assure to send you a report of your incoming quarantine email.

NOTE: The setting of this feature may not be migrated over from Mailwatch. You will need to configure periodic user report in Mail Assure if you want to receive regular email reports.
Periodic User Report

To setup Periodic User Report, click on Add A Recipient.

The Enable for recipient page is displayed.

(1) In the Send to field, enter where you want your report to be sent. (typically this will be your UW email address)

(2) From the Report Frequency dropdown, select Daily or Weekly.

(3) Select the Language you want the report to be in.

(4) For the report Format select either HTML or PDF.

(5) Select the Include extra spam table option if you want to add a table of messages that were rejected but not quarantined to the report.

Click on Enable to activate the report and close the dialog.
Sender Whitelist

Here is where you can whitelist sender email addresses.

To view all whitelisted email addresses, click on the Show Results button.

NOTE: All previous whitelist entries in Mailwatch have been migrated to Mail Assure.

Alternatively, you may search for specific whitelisted addresses by using the Query Rules. For example, set Query Rules to Address contains gmail.com. The result will display all whitelisted email addresses from gmail.com.

You may also Edit or Remove individual entries by selecting the dropdown menu beside each whitelisted address.
Sender Whitelist

To enter a new Whitelist Email Address, click on Add Whitelist Sender.

Set the Sender Flag to Apply to Both. Enter the email address in the Address field and click Save.
Sender Blacklist

Here is where you can blacklist sender email addresses.

To view all blacklisted email addresses, click on the Show Results button.
NOTE: All previous blacklist entries in Mailwatch have been migrated to Mail Assure.

Alternatively, you may search for specific blacklisted addresses by using the Query Rules. For example, set Query Rules to Address contains gmail.com. The result will display all blacklisted email addresses from gmail.com

You may also Edit or Remove individual entries by selecting the dropdown menu beside each blacklisted address.
Sender Blacklist

To enter a new Blacklist Email Address, click on Add Blacklist Sender.

Set the Sender Flag to Apply to Both. Enter the email address in the Address field and click Save.