

## How customize and use Flymail Spam and Virus Protection

Having MagicMail handle all spam and virus blocking will achieve the two following goals:



A stronger single-layer of spam and virus protection



A single website for our users to access both legitimate and quarantined emails.

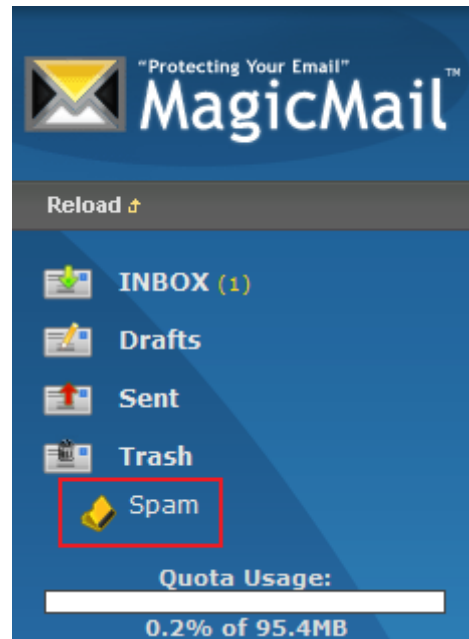
To those customers who currently use Web Mail, you will see a new folder on the left side of your screen below the “Trash” folder. It is called “Spam”, and is created automatically the first time it catches incoming spam. You can access your quarantined emails there, as well as tell MagicMail to allow the sender if an email is incorrectly categorized as spam. You can modify your personal “white list” and “black list” from the “Anti Spam Settings” link below the calendar on the left side of our Web Mail interface.

MagicMail will quarantine your spam for a period of 14 days so that you can review the filtered emails. After that 14 day period the emails are deleted automatically, so you don’t have to manually view and delete the spam emails.

If you have any further questions regarding how to send/receive e-mail, use your address book, use your calendar, adjusting your spam settings, or retrieving e-mail using Outlook, please feel free to contact us by phone or e-mail.

### Instructions

1. Go to [www.flymail.net](http://www.flymail.net) or [www.lightyourfuture.com](http://www.lightyourfuture.com)
2. In the upper right hand corner click on “Looking for your Email? Click here.”
3. Enter the user name and password. Login information must be in all lower case letters and password is also case sensitive.
4. Click on “Login” (do not strike enter on your keyboard)
5. You will see your mail box. A good tip: on the left hand side click on “Spam” folder. This is where possible spam may get caught. It is a good idea to check this every few weeks to make sure your normal email has not been delivered to your spam folder.
6. If you see an email that is not spam, click on the subject to read email.
7. Above the message you will see “Options:” to the right of that list click on “Deliver Normally”  
That will automatically add sender to your White List



Another option to add an address to the Whitelist

1. After logging in, click on "AntiSpam Settings" on the left hand side of the page.
2. At the bottom of the page click on the page looking icon to the right of "From: Whitelist"
3. "Enter new value:" add emails that should always go to your inbox. Note: You can filter either a portion of or all of the email address. For example entering **@domain.com** will filter all mail from that domain (it will filter both *joe@domain.com* and *jane@domain.com*). You may also choose to use the full email address which is the preferred option -- it prevents "false positives", which are matches you did not intend.

Quota Usage:  
0.2% of 95.4MB

<< **May 2008** >>

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

>> Personal Info  
>> **AntiSpam Settings**  
>> Email Settings