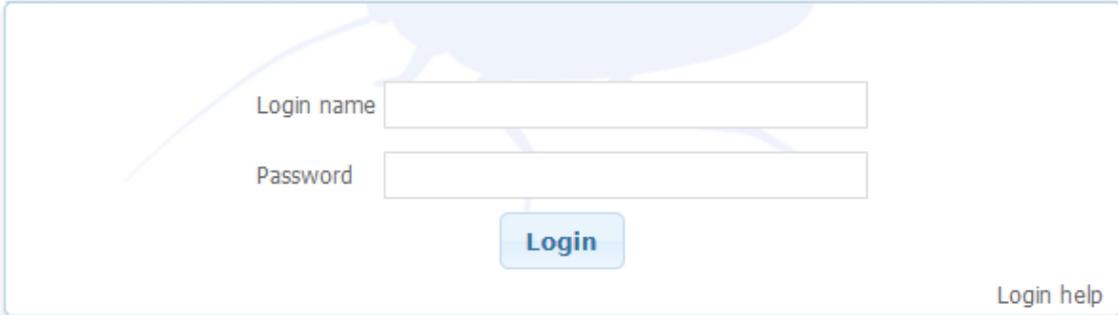


Quarantine Management System

Users Guide

Login

Input the email address as the user name and use the password for the host email system. If the user has been created manually in the GWAVA Management Console, use the username and password provided.



The image shows the login interface for the GWAVA Messaging Security system. At the top left is the logo, which consists of a green bug icon and the text "GWAVA. Messaging Security". Below the logo is a light blue rounded rectangle containing the login form. The form has two input fields: "Login name" and "Password". Below these fields is a blue "Login" button. In the bottom right corner of the form area, there is a "Login help" link.

Once input, select 'Login' to be automatically taken to the Quarantine system.

Interface

The default interface in the Quarantine is the view of the user mailbox displaying all messages over the past 4 days. The interface also displays all the options granted to users. Those with more rights will have more options present. Your specific interface may vary.

GWAVA. Logged in as inewton@scientists.com
Last login 15:40, 27 Sep 2016

Quarantine Options Release Forward White List Delete Sep 14, 2016 - Sep 17, 2016 Search

Status	Date	Subject	From	Filter(s)
<input type="checkbox"/>	15-Sep-2016 16:49:19	1st And 10: Broncos' Miller Rejects Offer	194177715layfovciacvx6sqaaaaa3zbwqmqxd5sgmyaaaaa@e.nfl.com	OverSize Message ...
<input type="checkbox"/>	15-Sep-2016 16:49:16	Really Cool Deals Inside	5ov7hgiivx@japi935blzdz@ytdon8@esp.ksideals.com	OverSize Message
<input type="checkbox"/>	15-Sep-2016 16:49:15	Important Information About Your TrueEarnings Business Card	reply-fed216707060067d-21_html-12706048-7201776-676@member.americanexpress.com	OverSize Message
<input type="checkbox"/>	15-Sep-2016 16:49:14	Stop By Our Booth at the Gartner Security & Risk Management Summit	anne.scholl@digitalguardian.com	OverSize Message
<input type="checkbox"/>	15-Sep-2016 16:49:14	XYplorer Lifetime License Pro, Better Lead Yield in the Content Marketing Field, 5 Ways to Help Stop the Technology Job Hop, Get Almost Any Course For 30% Off Each, Vextractor, 1AVShare at BitsDuJour Today	notify@bitsdujour.com	OverSize Message ...
<input type="checkbox"/>	15-Sep-2016 16:49:10	Test email with attachments	tcaras@yahoo.com	OverSize Message

Date Range

The Date Range specifies the time frame which will be displayed. The Date Range does not limit the basic search, the basic search is limited on the Options | Core Settings page. Make sure you have selected the desired time frame to allow the search function to operate as desired.

To specify a date range, select the displayed date to open the date range drop-down window.

Sep 8, 2016 - Sep 26, 2016 2 Messages Selected

Today

Yesterday

This week

Last week

This month

Last month

This year

July 2016							August 2016							September 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30				
31																				

Apply Clear Cancel

Selecting a date range is simple and can be a single mouse click. Quick time ranges are displayed to the side and selecting one of them will immediately set the date range to that value, close the date range window, and refresh the displayed quarantine. To select a custom date range, click first on the desired start date in the calendar provided, and then select the desired end date in the same manner. To select

a custom date range older than the displayed three months, use the arrows at the top of the calendar display to shift to the desired frame.

Search

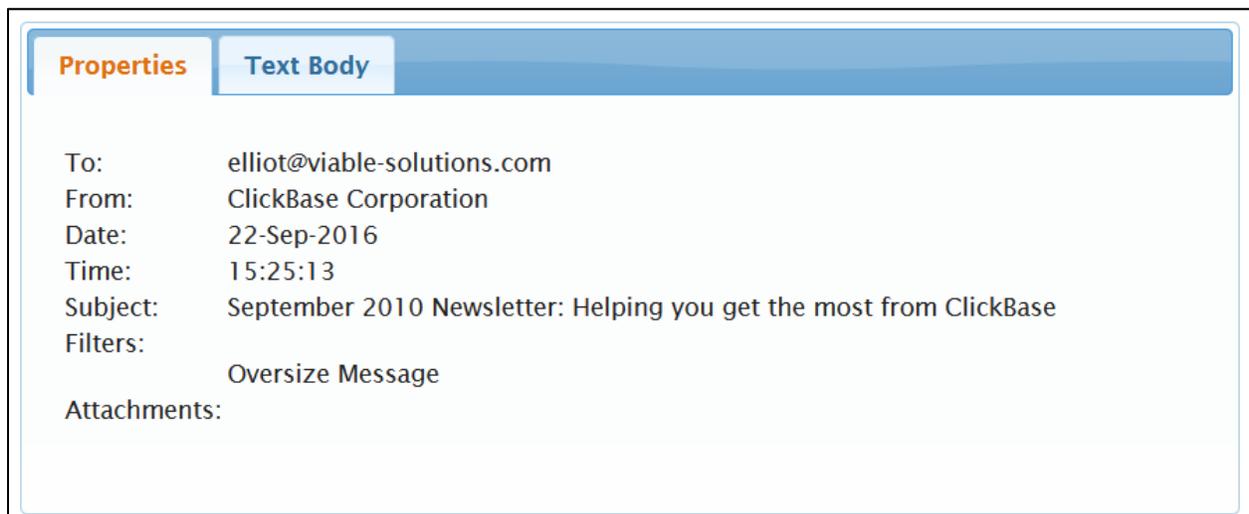
The search field simply searches the user mailbox for the desired information. This is useful for limiting displayed messages to a single sender or subject matter. The search field can be used to find information in every displayed part of an email message: sender, recipient, subject line, or message body content. To search, simply enter the desired search terms and hit 'enter'.



To clear a search and reset the results, select the arrows to the right of the search field.

Messages

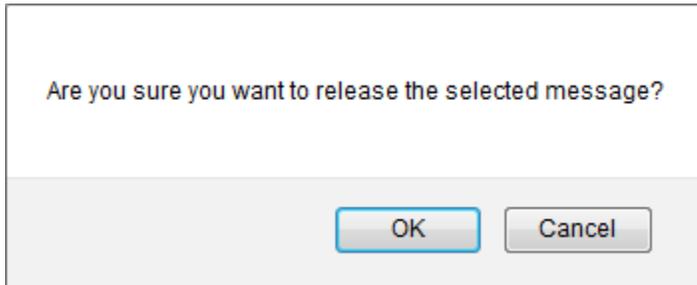
If a message subject is selected, a new window will open displaying the contents of the message and the message properties. This allows users to check messages placed into the quarantine.



The interface is informational only.

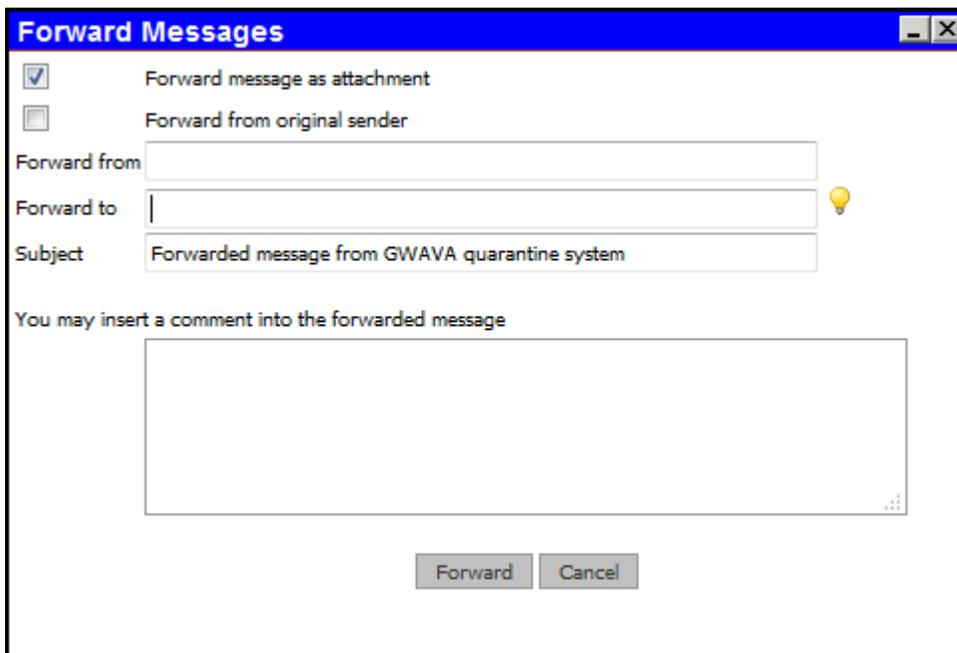
Release

User may have the option to release messages from the quarantine. A released message is allowed to leave the quarantine and enter the mail system. Releasing a message does not add the sender to a whitelist, nor does it ensure that messages of that type or content will be allowed through in the future, it simply allows that selected message to continue to the recipient's mail box.



Forward

Sometimes it is desired for a message in the quarantine to be forwarded instead of released. The Forward option allows users to take a quarantined message and send it to a specified mail box. To forward a message, select the desired message, or messages, and then select the 'forward' button.



From and to mailboxes must then be specified or selected. The forwarded message(s) may also be sent in the message body, (default), or as an attachment. Compose the message as desired. Once all fields have been configured as desired, selecting 'Forward' will send the message(s).

White List

Some messages will be caught in quarantine system from a trusted or wanted source. For these messages and senders, a white-list may be created to allow a message, such as a newsletter, to be exempt from the scanner. Whitelisting a message here will only create an exemption for the active user and will not affect the mail of the other users in the system.

Adding the selected item to the whitelist will allow future messages from this e-mail address to be delivered you. The whitelist can be managed from the options page if you want to remove entries at a later time.

Are you sure you want to whitelist the selected sender address?

Prevent this page from creating additional dialogs

OK Cancel

Delete

To completely remove a message from the quarantine, select the desired message or messages and select the delete button. A simple confirmation box is displayed. Deleted messages cannot be restored.

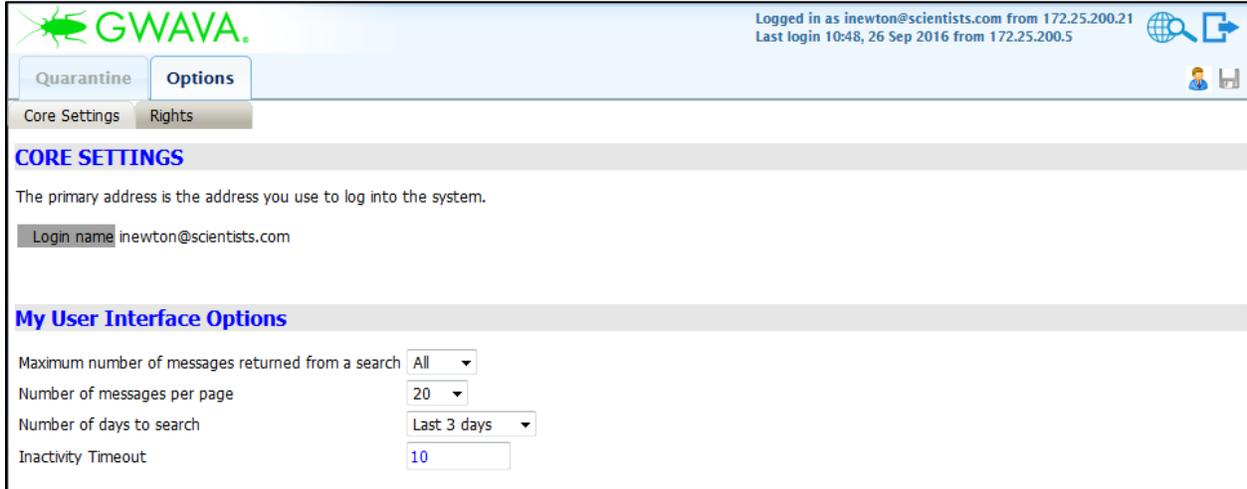
Are you sure you want to delete the selected message?

OK Cancel

Options

Core Settings

The Core Settings page displays the default settings for general behavior of the QMS web interface. Here you may change the maximum number of results for a search, the number of displayed messages per page, and the default number of days to search. Also included is an activity timeout setting which automatically logs out the current user if there is no activity for this amount of time. This is specified in minutes.

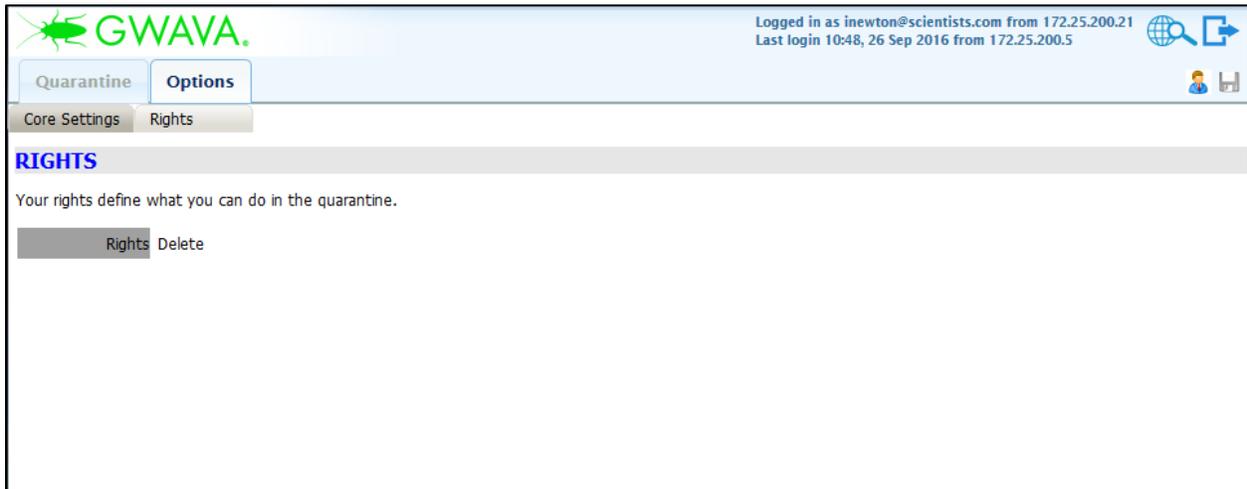


The screenshot shows the GWAVA web interface. At the top left is the GWAVA logo. At the top right, it says "Logged in as inewton@scientists.com from 172.25.200.21" and "Last login 10:48, 26 Sep 2016 from 172.25.200.5". Below the logo are two tabs: "Quarantine" and "Options". Under "Options", there are two sub-tabs: "Core Settings" and "Rights". The "Core Settings" section is active and contains the following information:

- CORE SETTINGS**
- The primary address is the address you use to log into the system.
- Login name: inewton@scientists.com
- My User Interface Options**
- Maximum number of messages returned from a search: All (dropdown)
- Number of messages per page: 20 (dropdown)
- Number of days to search: Last 3 days (dropdown)
- Inactivity Timeout: 10 (input field)

Rights

The Rights page displays the rights granted to the current user by the Administrator. The default is shown. These rights will determine how many options are shown on the interface page and what each user can do with messages in the system.



The screenshot shows the same GWAVA web interface as above, but with the "Rights" sub-tab active. The "RIGHTS" section contains the following information:

- RIGHTS**
- Your rights define what you can do in the quarantine.
- Rights: Delete

Digest

If the administrator enables the message digest, an email containing a list of all blocked messages for your mailbox in a specific time period will be sent to your inbox. This is usually sent on a regular schedule.

E-Mail Restriction Report

4 messages were quarantined from 26-Sep-2016 to 27-Sep-2016

The e-mail listed below were quarantined by GWAVA and may be unsolicited (SPAM).
To retrieve a message, click the Release button and a copy of the message will be sent to you.

[Manage my quarantine](#)

Reason	Subject	Sender	Date	Action
spam_group	Wireless Bluetooth 4.0 Stereo Earbuds with Built-In Microphone	replies@livingsocial.com	26 Sep 2016 07:02:39 PM	Release
spam_group	Passes for SharePoint TechFest Houston - Compliments of KWizCom	sales@kwizcom.com	27 Sep 2016 06:54:20 AM	Release
spam_group	Specialist Messages Online Class	replies@livingsocial.com	27 Sep 2016 08:49:42 AM	Release
spam_group	Migrating Email to Exchange Online or Office 365?	marketingrequests@gwava.com	27 Sep 2016 10:07:31 AM	Release

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The digest email allows each user to review and optionally release individual messages from the Action column by simply selecting the 'Release' link. This does not automatically create an exception for the sending address or create any rules in the system; it simply releases the specific, listed email.