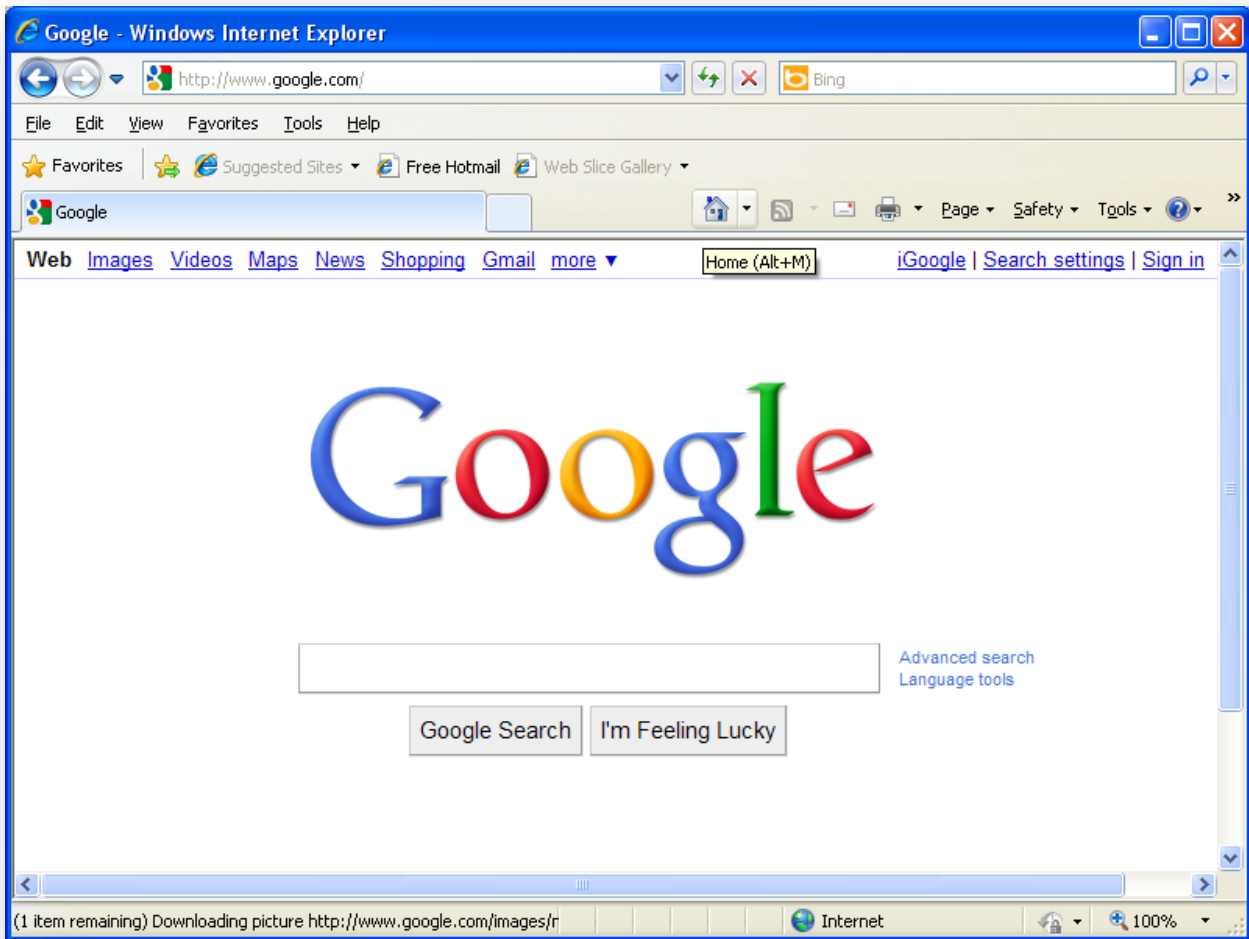
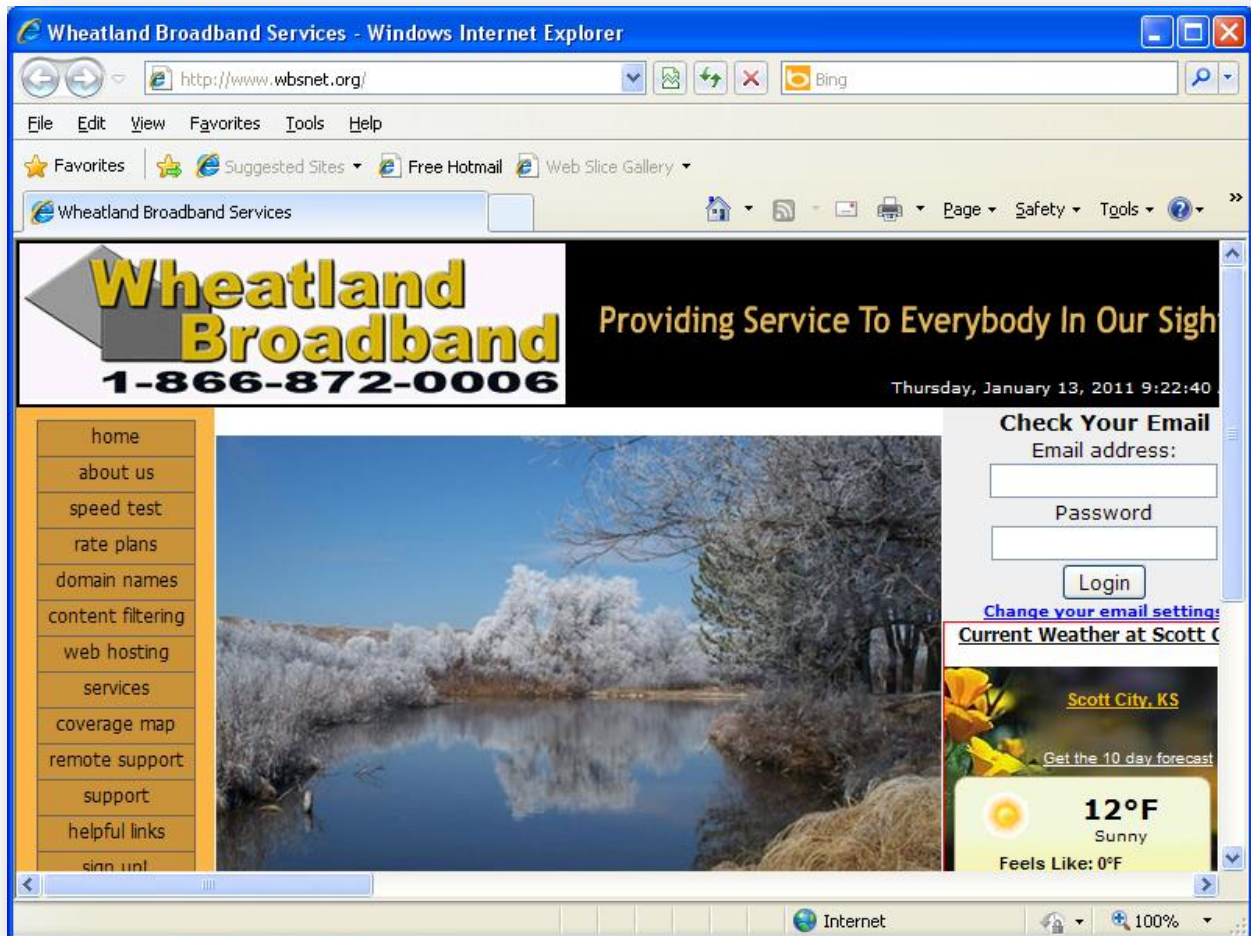


How to set your personal spam filters

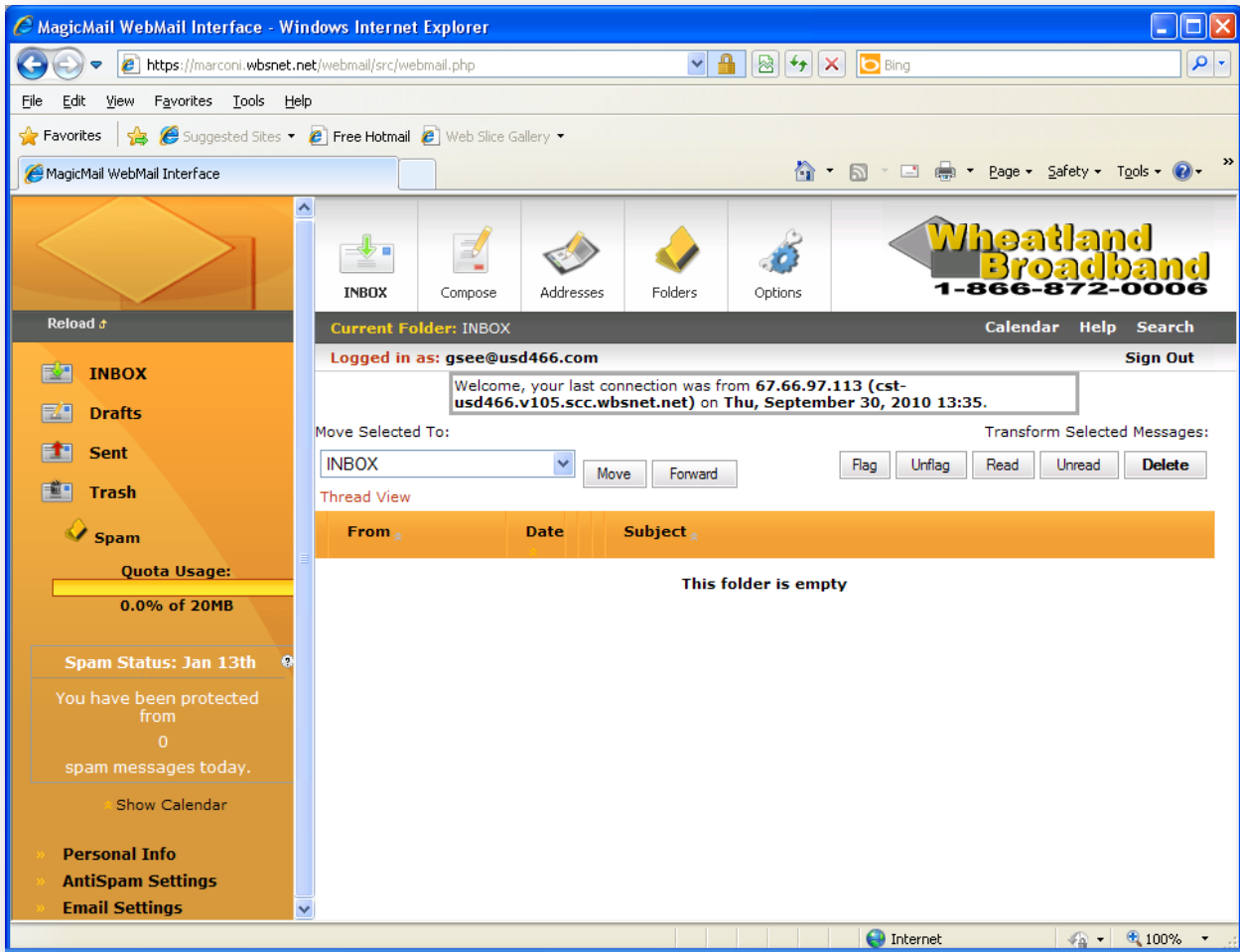
To access your email on the web, first start a browser. In the address bar, type in www.wbsnet.org.



This will bring up the Wheatland Broadband home page, on the right hand side there is a box at the top of the page that says check your email. The email address you use is the one that you use here in the district, as an example, I would enter gsee@usd466.com. The password for your email, if you have forgotten it is available by contacting the Technology Service Center, via email phone or ticket.



After logging in you will be presented with this page



Starting with the top of the page you are presented with the actions toolbar. Down the left hand side of the page is the folders and links to adjust your profile and AntiSpam Settings, as well as your general email settings. Starting on the left of the action bar, Inbox takes you back to your inbox. Compose allows you to draft and send new emails. Addresses allow you to save and organize contacts and quickly send emails to them. The folders button allows you to create folder to keep you inbox more organized.

The option that we are most interested in is found towards the bottom of the list on the left. Click on AntiSpam Settings.

The screenshot shows the MagicMail WebMail Interface in a Windows Internet Explorer browser window. The address bar displays <https://marconi.wbsnet.net/webmail/src/webmail.php>. The interface includes a navigation menu on the left with folders like INBOX, Drafts, Sent, Trash, and Spam. A sidebar on the right shows 'Current Folder: None', 'Logged in as: gsee@usd466.com', and 'Anti-Spam Protection' settings. The 'Anti-Spam Protection' section is currently set to 'Normal (RECOMMENDED)' and is 'Enabled'. Below this, there is an 'Edit Spam Lists' section with options for 'From: Blacklist', 'From: Whitelist', and 'Subject Blacklist'. A 'Wheatland Broadband' logo is visible in the top right corner of the interface.

Make sure Normal (Recommended) is selected and the box on the right says Enabled, then to add people or domains that are always delivered click on From: Whitelist , it will bring up a new window.

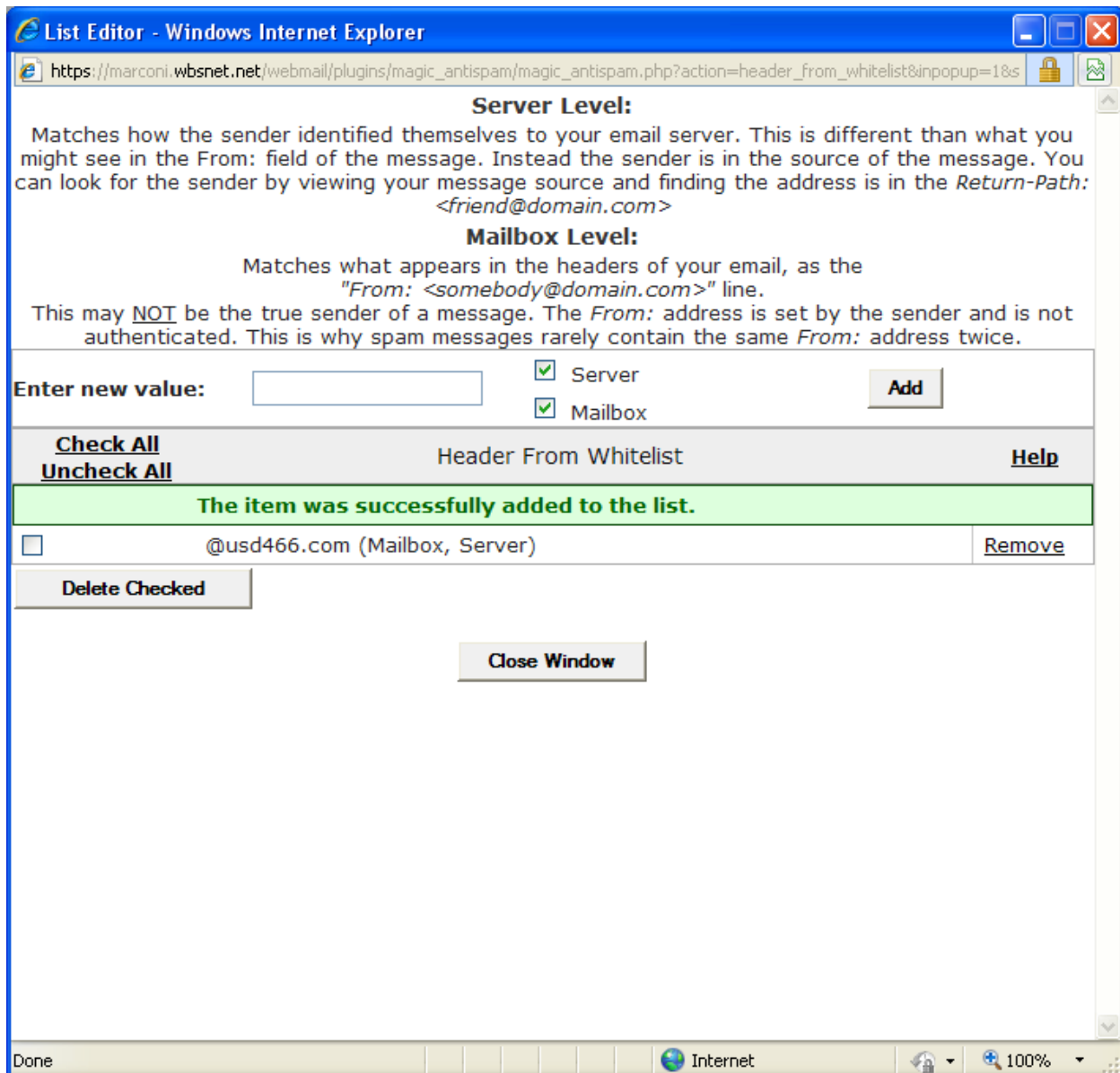
Server Level:
Matches how the sender identified themselves to your email server. This is different than what you might see in the From: field of the message. Instead the sender is in the source of the message. You can look for the sender by viewing your message source and finding the address is in the *Return-Path:* <friend@domain.com>

Mailbox Level:
Matches what appears in the headers of your email, as the "From: <somebody@domain.com>" line.
This may NOT be the true sender of a message. The *From:* address is set by the sender and is not authenticated. This is why spam messages rarely contain the same *From:* address twice.

Enter new value: Server Mailbox

Check All	Header From Whitelist	Help
Uncheck All	No entry found	

In the box labeled Enter New Value: you can enter a single email address (soandso@domain.com) or a domain (@usd466.com) . For now we'll just add @usd466.com. Type that into the box, leave both checkmarks in Server and Mailbox, then click add.



This will allow any email message sent from inside the district to be delivered to your inbox.