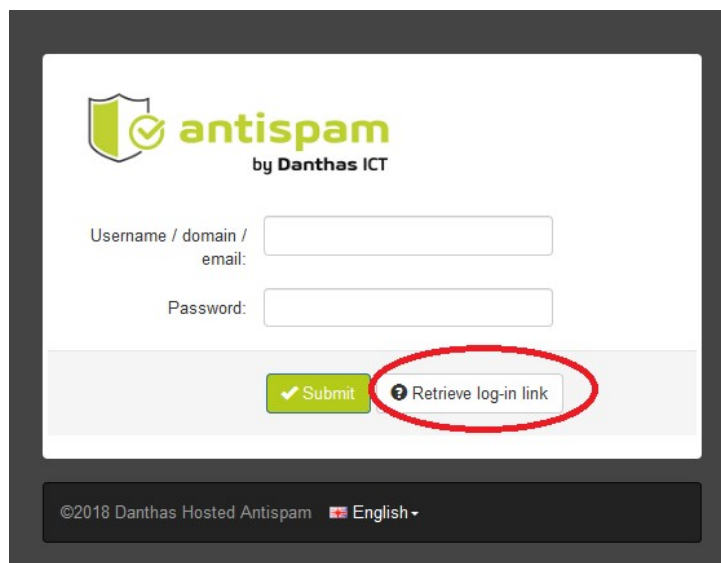# Danthas Hosted Antispam
User manual

Index

1 Introduction

1.1 Purpose of this document

This document has been prepared for you as an end user of the Hosted Antispam service. It describes how you can access the Antispam portal and how you can perform certain tasks, such as searching and reporting specific mails and managing the Spam Quarantine..

2   Hosted Antispam

The link for the hosted anti-spam is: https://antispam.danthas.nl you can access it by filling in the link in the browser. You must log in with the same username and password which you also use to log in to your business computer, or you have requested a login link via the above website.
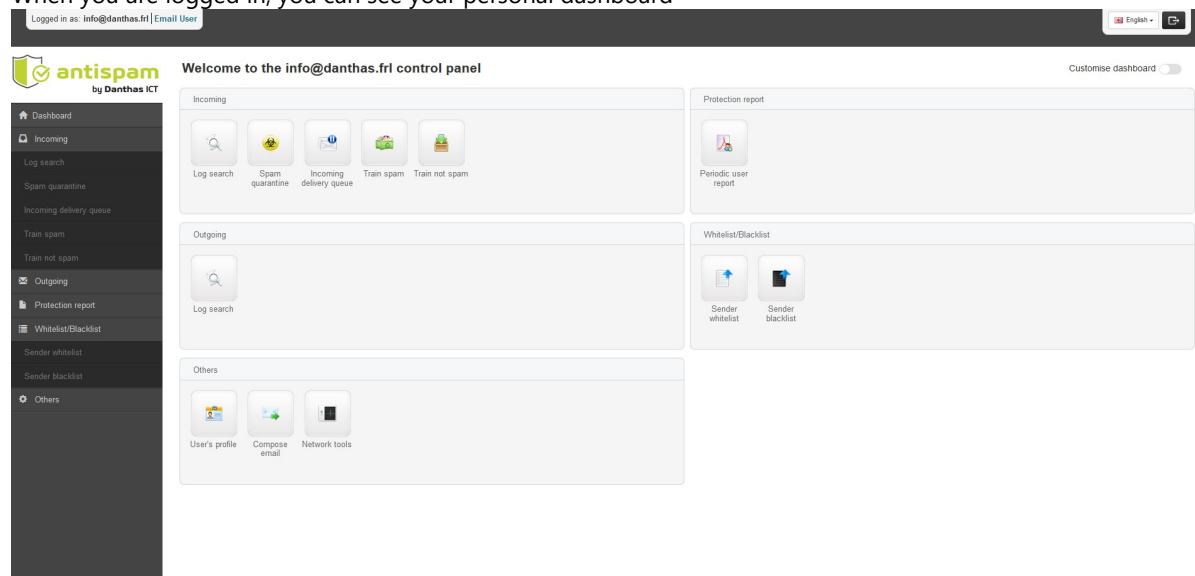

Please contact our Servicedesk if you don't know how you can log in to the portal

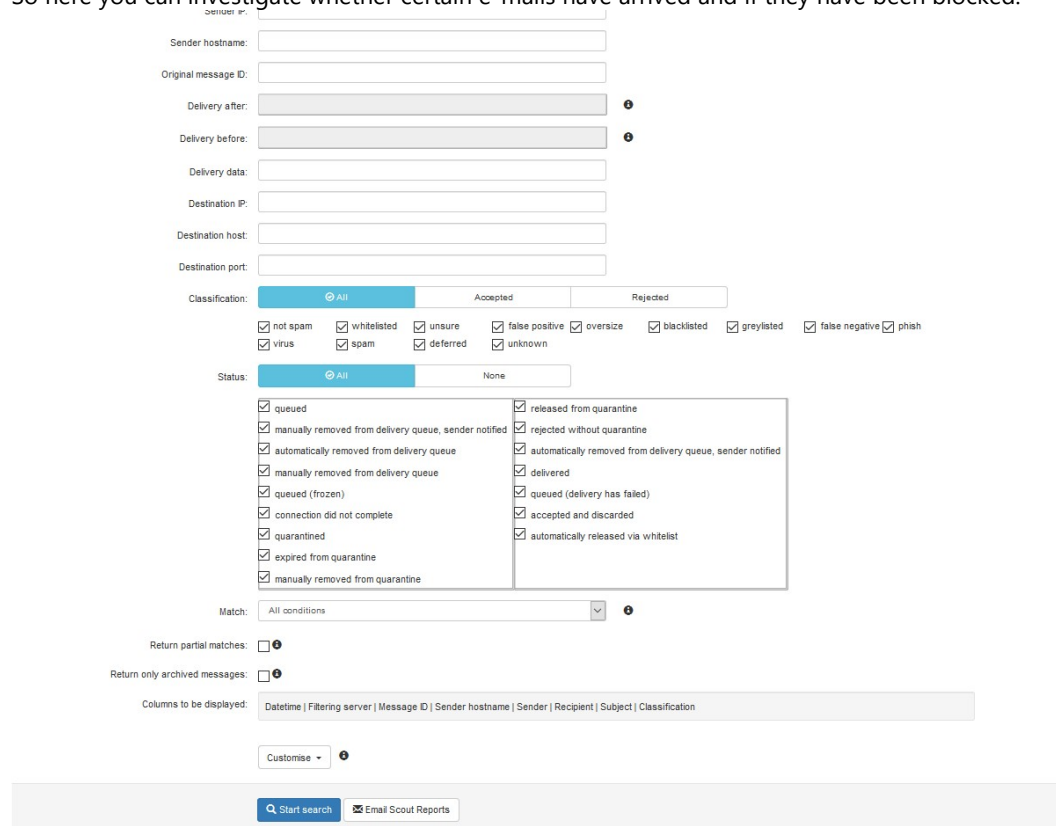When you are logged in, you can see your personal dashboard

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2.1 Log Search

Trough the button Log Search, you can generate email rapports and provide search options.

Two search modes are available: for general search, use the "within range" mode; connections that are still being processed by the filter will not be included here. For a "log tail" style display, use the "latest results" mode; the page will be continually refreshed to include new connections and exclude ones that have been completely processed.

You can search the logs over the past 32 days, and apply various filters in both modes.

So here you can investigate whether certain e-mails have arrived and if they have been blocked.

Select your filters from those available, including:
- Date of email
- Sender
- Delivery status
- Email classification e.g. Accepted, Rejected etc.

Click Start search to run your search.

A list of emails matching your specified filters is displayed at the bottom of the page, with information on each individual email including sender, delivery status etc.

Using the dropdown to the left of each email, you can perform various actions depending on the message classification. For example, if an email has been placed in the quarantine, you can view, release, release and train, and remove using the dropdown menu to the left of the email.

Alternatively, click in the **Subject** column to open the **Mail preview** page where you can also perform the same actions on the message and view the message content.
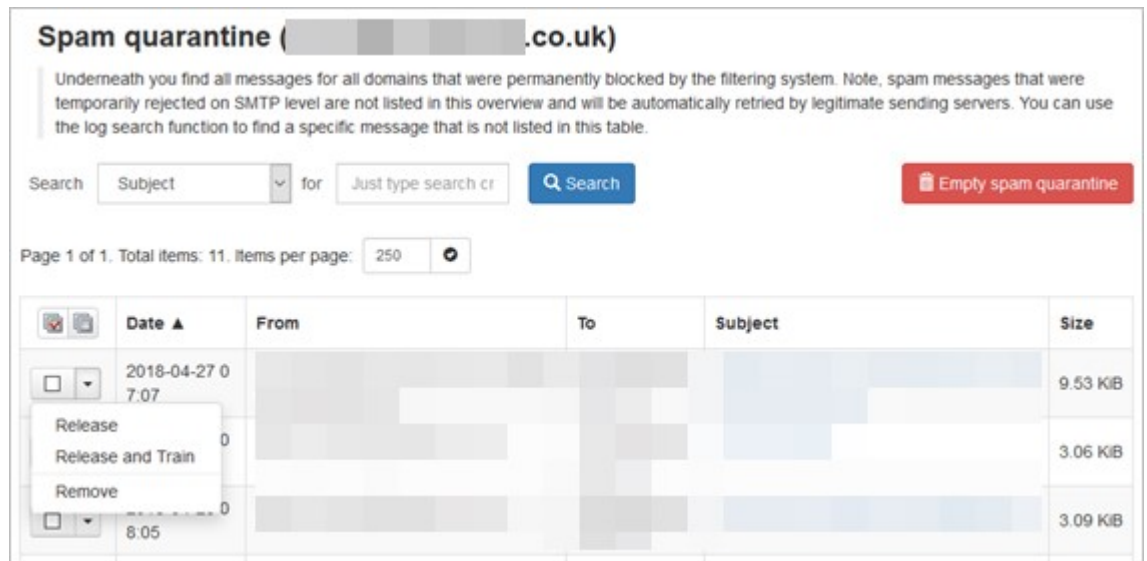
2.2 Managing the Spam Quarantine

As well as being able to access quarantined messages from the Log Search (described in the previous section), you can also access them directly from the **Spam Quarantine**:

You can find this option in the navigation menu in your personal dashboard
The Spam Quarantine page is displayed, listing all messages that have been quarantined:

In this page you can:

Search for a quarantined message
Using the Search filter at the top of the page.
Empty spam quarantine
Click on the Empty spam quarantine button at the top right of the page.
Perform actions on individual emails
Using the dropdown to the left of each email choose from Release; Release and train; Remove.
Preview quarantined message content
By clicking on the message link in the Subject column the Mail preview page opens displaying the message. In this page you can view the message in plain text or the original HTML format. You may also be able to perform the following actions:

Release quarantined messages-
Allow messages to be delivered to the recipient.
Release and train messages
Allow messages to be delivered and train the system to recognize future messages from this sender as not spam.
Remove messages
Download the message in .eml format

3   On demand Spam Reports

3.1   Pre defined Reports

Danthas has prepared default reports for you which you will receive around 15:00 (dutch time) this mail is also known as: Email Scout Report.

When you receive an Email Scout Report, you will see a list of emails that are blocked:
You can click on the subject of each of the blocked emails. Here you can see the available actions

Blacklist Sender:
release:
Whitelist Sender:
Remove:
Release en Trainen:

You can **release** a message, this way the mail will be sent to your inbox for now.
You can also choose to **release and train**: This will deliver the message to your inbox, and you will train the spam filter to recognize messages from this sender in the future as NOT SPAM.

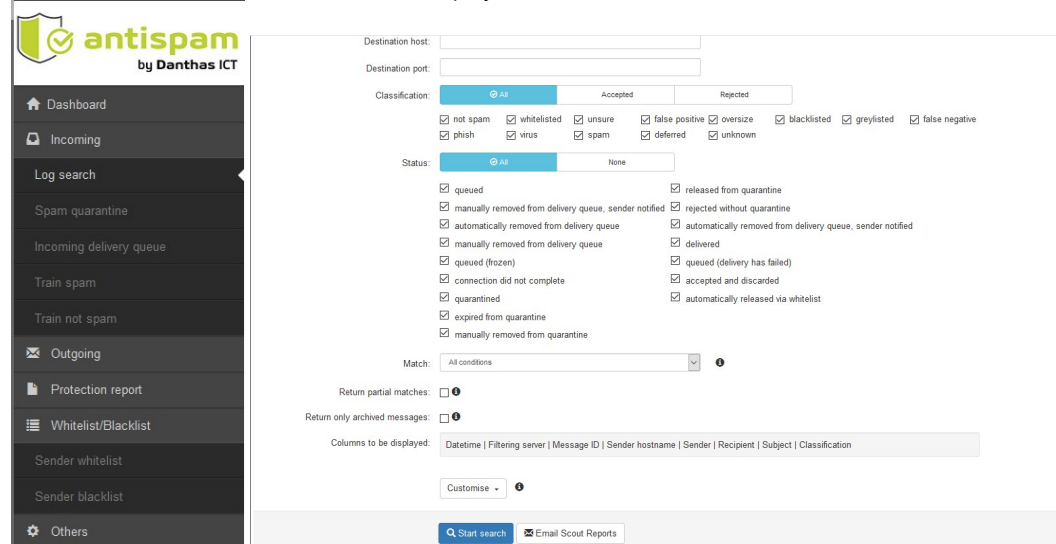With **Remove,** you remove the message from your quarantine
Blacklist Sender ensures that you will no longer receive mail from this sender in the future.
Whitelist Sender ensures that email from this sender is always allowed

3.2   Create your own Spam Rapport

Trough the Search Log Button you have the possibility to create your own Scout Report.
Select the classification, and select SPAM to search for the spam messages.
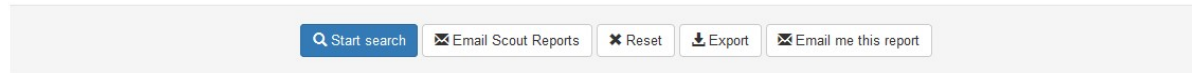
Then press the **Start Search** button to display the results

Below you will find the following buttons

When you press on the **E-mail Scouts** button klikt, You will see a history of all send email reports.

If you choose **Email me this report** then you can you can send the created report per mail, you can choose to send it Right Away, of schedule it to send it later, you can also send it at scheduled times with the repeat option.

3.3   Un-Subscription

At the bottom of all reports you will find an unsubscribe link to stop receiving the email scout reports.
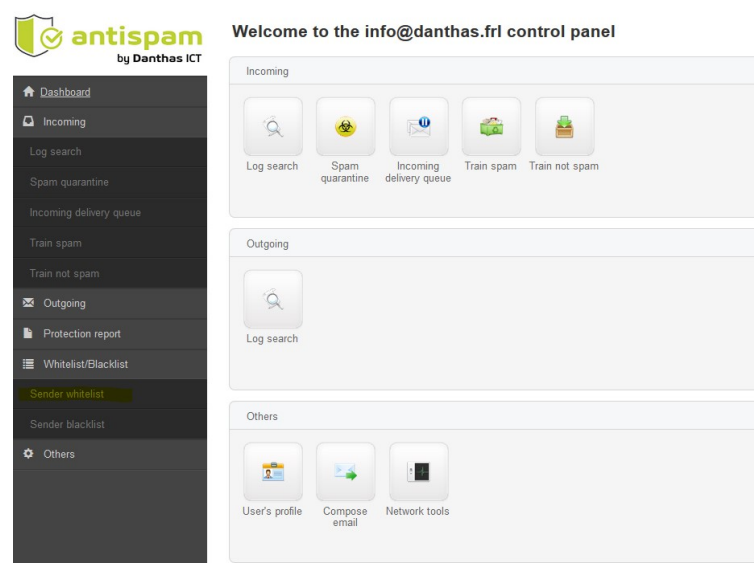
4 Manage the white list and the black list

4.1 Whitelist

Use the White list to allow trusted senders, incoming mail from senders that are on the White list (even though this would normally be seen as spam) will always be allowed

You have the possibility to add an address to the White list, from the daily Email Scout Report. When you double click on a message in the email report and then go to Available Actions, you can choose Whitelist Sender

On the other hand you can log in to the portal: https://antispam.danthas.nl
You can then choose Whitelist/Blacklist in the navigation pane and then choose the option Sender Whitelist.

With the button **Add Whitelist Sender** you can enter an email address which you always want to allow. You can perform search options and show the results to get an overview of all whitelisted addresses.
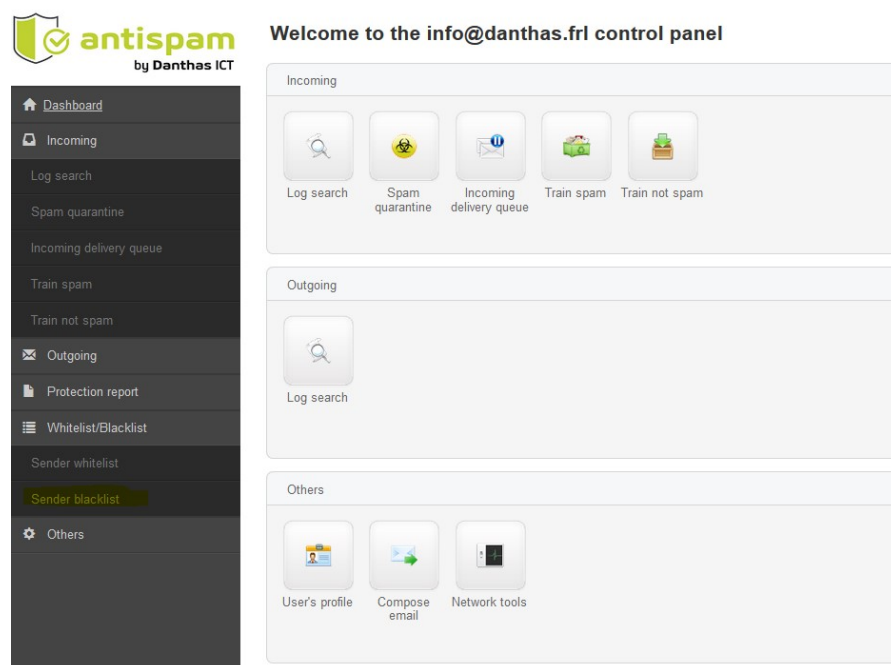
4.2   Blacklist

Use the black list to block, incoming mail from specific senders where you don't want to receive emails from.

You have the possibility to add an address to the Black list, from the daily Email Scout Report.
When you double click on a message in the email report and then go to Available Actions, you can choose Blacklist Sender

On the other hand you can log in to the portal: https://antispam.danthas.nl
You can then choose Whitelist/Blacklist in the navigation pane and then choose the option Sender Blacklist:

With the button **Add blacklist Sender** you can enter an email address which you always want to block. You can perform search options and show the results to get an overview of all whitelisted addresses.