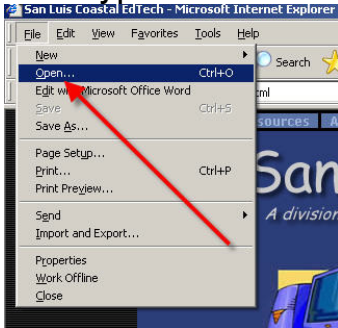


# Checking Your Spam Filter

*These procedures will be useful for those who want to view and/or retrieve e-mail that has been blocked by our District spam filter. THIS PROCEDURE ONLY WORKS FROM WITHIN OUR OWN DISTRICT NETWORK (i.e., you may only access your blocked e-mails from a District computer).*






1. Open your Internet Explorer Browser; click file ⇒ then open ⇒ then type in the following URL: **spam.slcsud.org**



2. You will receive a security alert asking if you want to proceed. Click "Yes."
3. Once at the site, type in your Novell log-in username and password. Then select your home school from the drop-down menu. You may use your "short" Novell username that consists of your first initial and last name.

Username:	<input type="text" value="ejarvis"/>	Site:	<input type="text" value="District Offices"/>	
Password:	<input type="password" value="....."/>		<input type="button" value="Login"/>	

4. Click Login
5. Once there, you will see a list of all the blocked spam that was addressed to you for the current month. You may expand the search by clicking on the top drop-down date and selecting an earlier date. The dates are displayed in the European style with the year first, then the month, and then the day. May 15, 2007 is displayed as 2007-05-15.
6. If you see a message that you want to receive, click on the arrow icon. The message will then passed through the spam filter and into your GroupWise in-box. This procedure will NOT "whitelist" that sender. Whatever caused that message to be blocked will continue to block the message. Give the message a few minutes to get to your Groupwise in-box.

	voltaretricks@sbpc.org.br	Re:	2007-05-07 21:52:51
	addressesje@arka.cz	scoot spy	2007-05-08 01:02:32
	education@message.scholastic.com	Save 40[percent] on Scholastic Summer Schoo	2007-05-08 07:22:27
	anand@getgravity.com	FDA approved on-line pharmacies	2007-05-08 08:44:25
	eolarte@signepedersen.com	Adobe Photoshop CS3 \$89.95	2007-05-08 12:37:27