

# SPAM Reduction Program

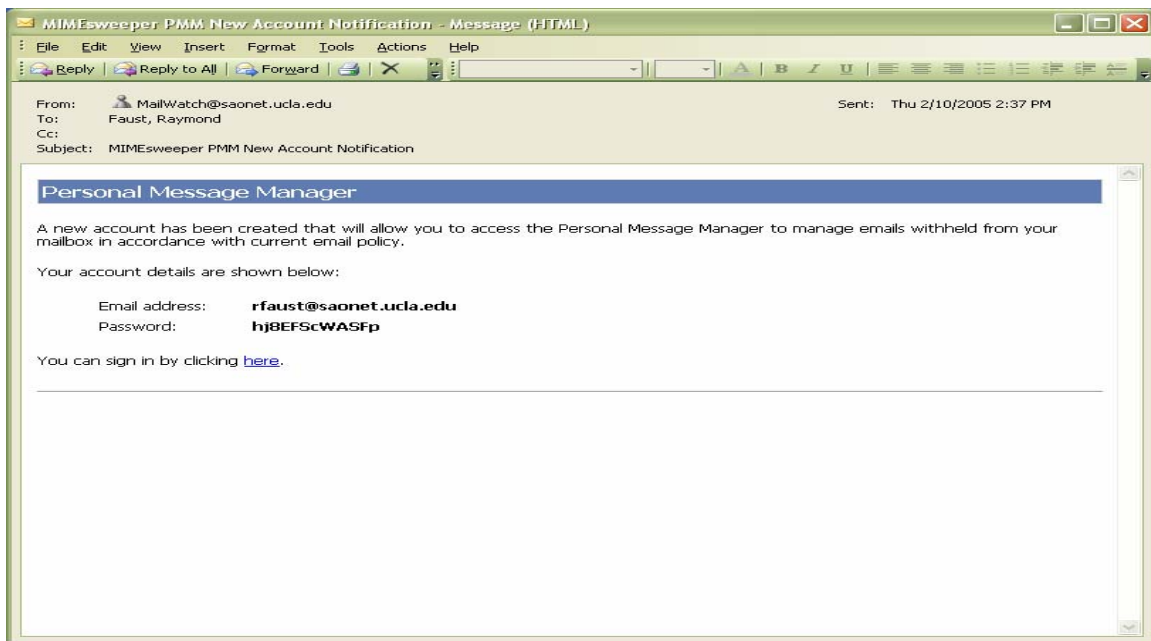
## Personal Message Manager Initial Setup and User Guide

The Personal Message Manager (PMM) is a feature of the MimeSweeper e-mail processing system. It is designed to enable people to better control which messages actually reach their mailbox to reduce the amount of unwanted advertising clutter.

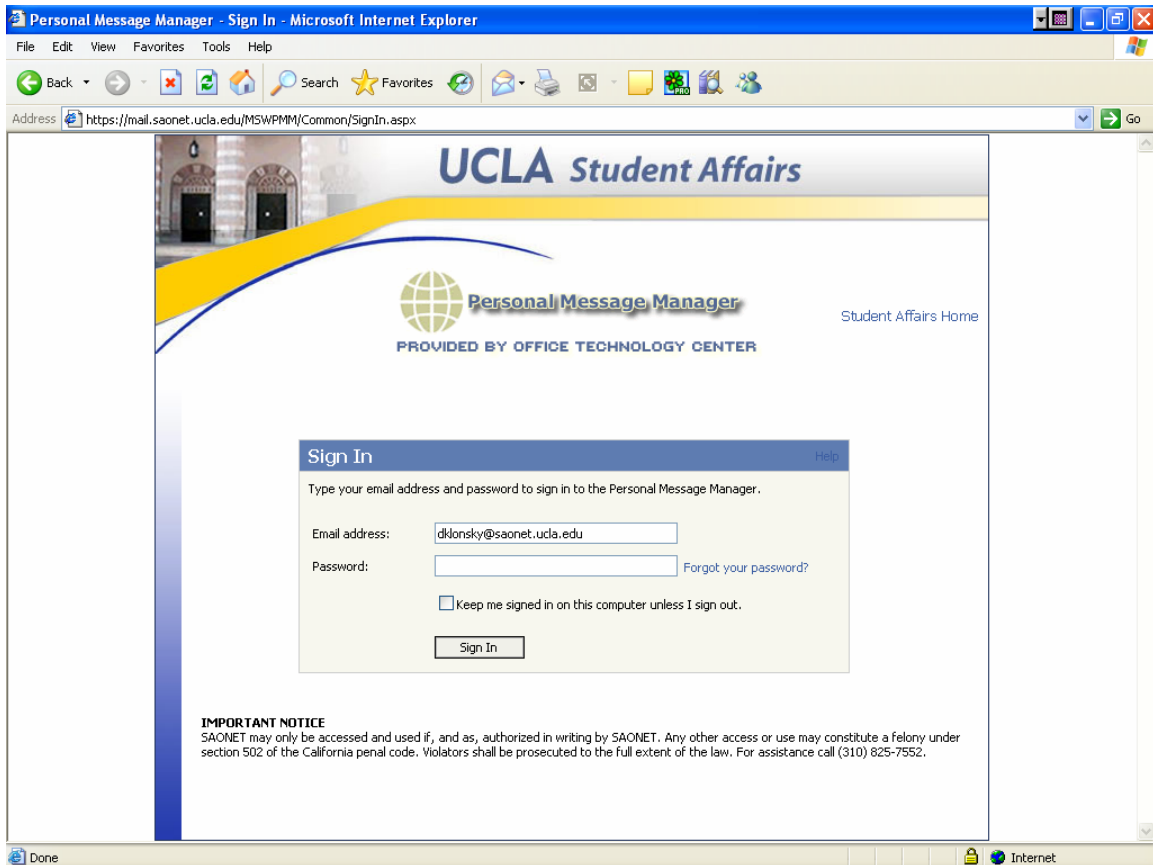
These instructions are divided into two parts, the initial setup of your Personal Message Manager and the regular use of it.

### PMM Initial Setup

1. Once a message has been held for you by the system, you will receive a new account notification sent by [MailWatch@saonet.ucla.edu](mailto:MailWatch@saonet.ucla.edu). This message will contain your SAONET email address and a password generated by the system. Click the [sign in](#) link in the email that you have received. You will then be directed to the PMM Logon page.



2. Your email address will appear in the email address box. The password you received will have to be entered exactly in the password box.



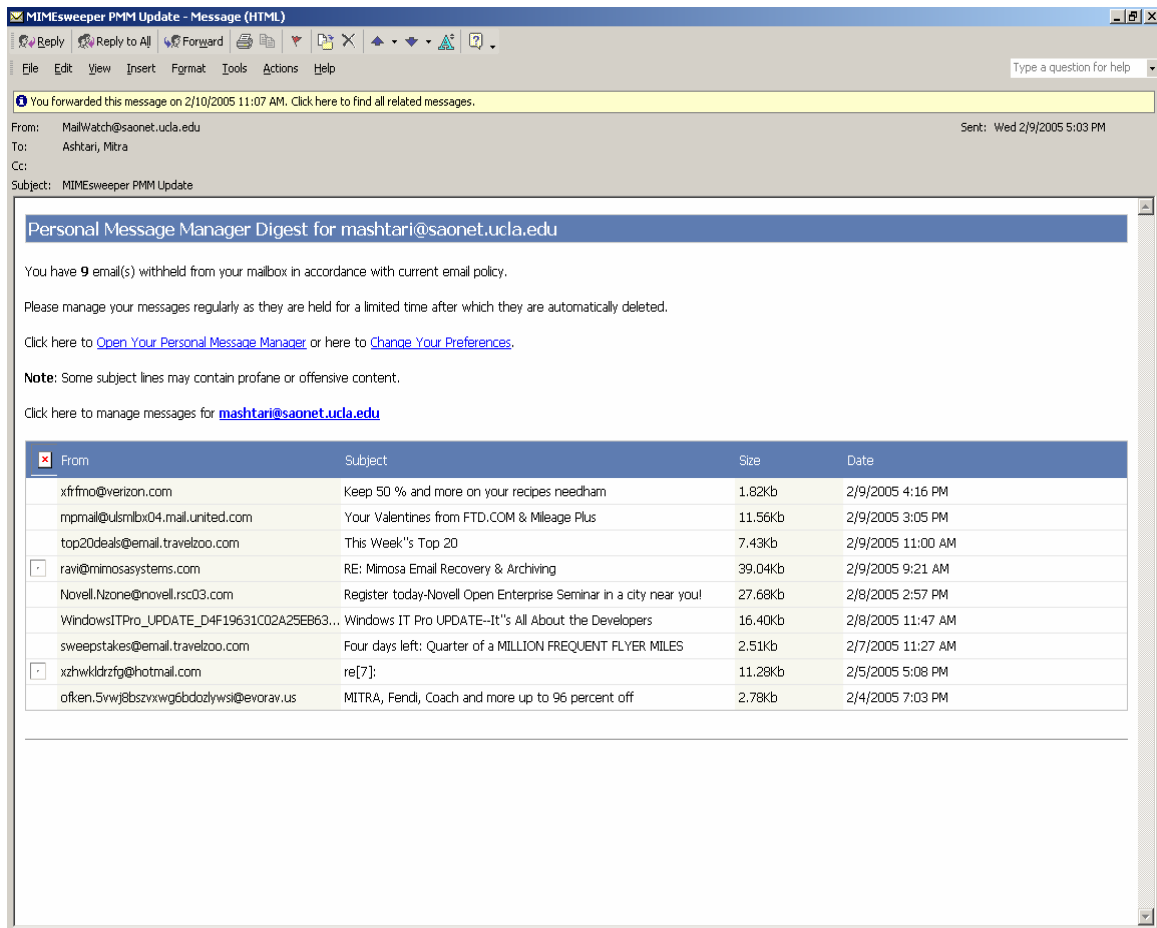
3. After you have successfully logged in, you will be able to change your password to one of your choosing. This can be accomplished by clicking the [preferences](#) link. Click the change password button on the preferences screen and enter the new password twice.

Completing these three steps sets up the PMM for your future use. From now on, you will receive a notification from MailWatch on any day that a message is being withheld from your mailbox. If you wish to examine your PMM at a time when you have not received a notification from MailWatch, use your internet browser and point to the URL, <http://spam.saonet.ucla.edu>. This will take you to the PMM login page.

**Please note: The messages will only stay on the PMM system for seven (7) days, after which they will be automatically deleted. It would be unwise to use the PMM as an alternate storage site for e-mail messages that you want to keep.**

## Using the PMM

When messages are being held for you by PMM, you will receive an e-mail message from [MailWatch@saonet.ucla.edu](mailto:MailWatch@saonet.ucla.edu) with the subject line: “MIMEsweeper PMM Update.” Opening this message, you will see a digest of the messages that are being held for you and instructions on how to manage them. You will see a link to “[Open Your Personal Message Manager](#)”. Selecting this link will take you to the log in page where you should enter your SAONET e-mail address and PMM password. Then click the “**Sign In**” button.



MIMEsweeper PMM Update - Message (HTML)

You forwarded this message on 2/10/2005 11:07 AM. Click here to find all related messages.

From: MailWatch@saonet.ucla.edu  
To: Ashtari, Mitra  
Cc:  
Subject: MIMEsweeper PMM Update

Sent: Wed 2/9/2005 5:03 PM

Personal Message Manager Digest for mashtari@saonet.ucla.edu

You have 9 email(s) withheld from your mailbox in accordance with current email policy.

Please manage your messages regularly as they are held for a limited time after which they are automatically deleted.

Click here to [Open Your Personal Message Manager](#) or here to [Change Your Preferences](#).

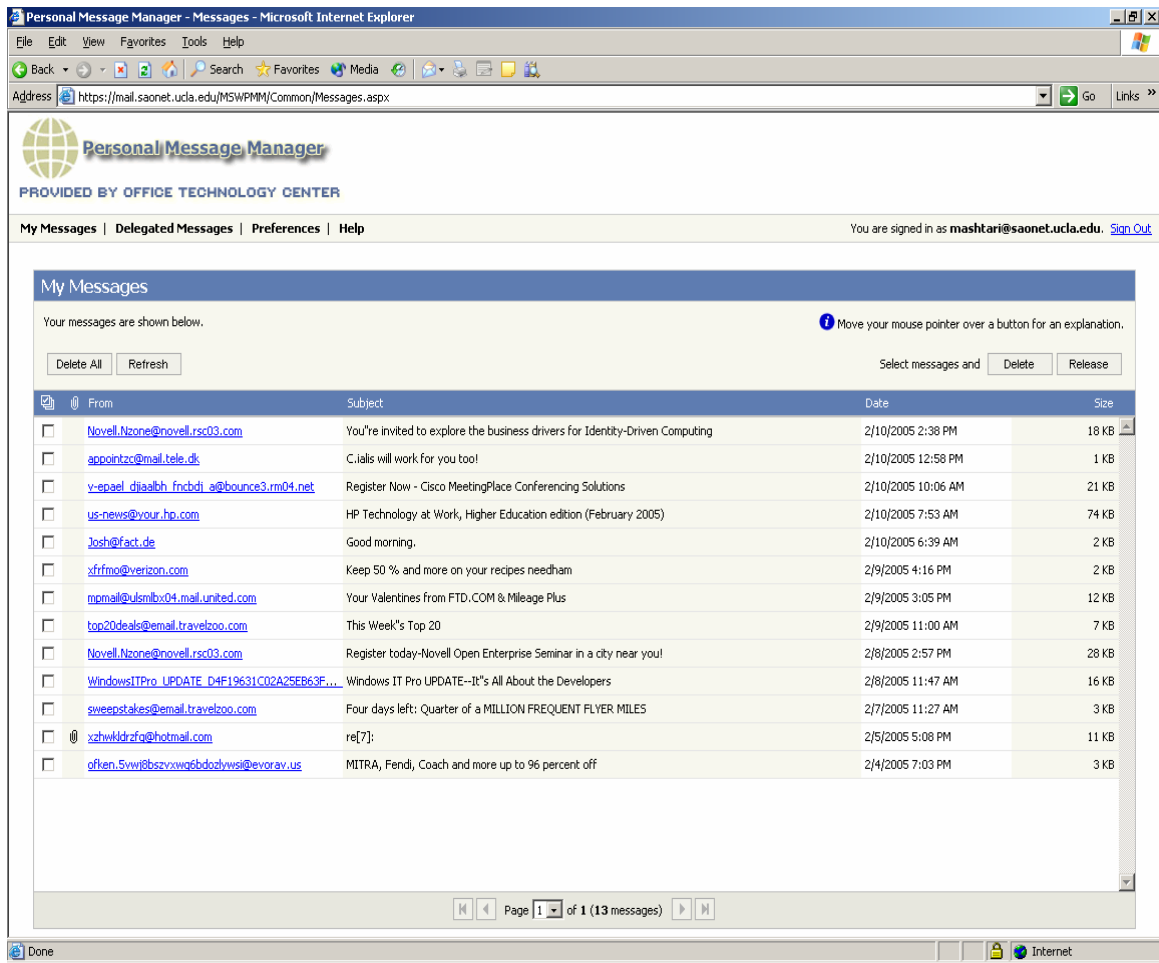
**Note:** Some subject lines may contain profane or offensive content.

Click here to manage messages for [mashtari@saonet.ucla.edu](mailto:mashtari@saonet.ucla.edu)

From	Subject	Size	Date
xfrfmo@verizon.com	Keep 50 % and more on your recipes needham	1.82Kb	2/9/2005 4:16 PM
mpmail@ulsmbox04.mail.united.com	Your Valentines from FTD.COM & Mileage Plus	11.56Kb	2/9/2005 3:05 PM
top20deals@email.travelzoo.com	This Week's Top 20	7.43Kb	2/9/2005 11:00 AM
ravi@mimosasystems.com	RE: Mimosas Email Recovery & Archiving	39.04Kb	2/9/2005 9:21 AM
Novell.Nzone@novell.rsc03.com	Register today-Novell Open Enterprise Seminar in a city near you!	27.68Kb	2/8/2005 2:57 PM
WindowsITPro_UPDATE_D4F19631C02A25EB63...	Windows IT Pro UPDATE--It's All About the Developers	16.40Kb	2/8/2005 11:47 AM
sweepstakes@email.travelzoo.com	Four days left: Quarter of a MILLION FREQUENT FLYER MILES	2.51Kb	2/7/2005 11:27 AM
xzhwklrztfg@hotmail.com	re[7]:	11.28Kb	2/5/2005 5:08 PM
ofken.5vwj8bszvxwg6bdozlyws@evorav.us	MITRA, Fendi, Coach and more up to 96 percent off	2.78Kb	2/4/2005 7:03 PM

You will now see the list of messages being held for you. You will see a small box to the left of each message. You can select the message for release to your mailbox or for deletion by clicking on this box. Then you can click the appropriate button (“**Delete**”, “**Release**”) at the top/right of this page. If you want to delete all messages, you can click on the “Delete All” button at the top/left of the page.

The “**Refresh**” button will display any additional messages that have arrived since you entered the PMM.



Note: When you release a message to your mailbox, you will be asked if you want to add the address of the sender of this message to your safe list. If you choose to do so, messages from that sender will no longer be filtered or examined by MimeSweeper and will be delivered to your mailbox.

When you have finished managing your messages, click the “**Sign Out**” button at the far right of the menu bar and close your web browser to end your PMM session.

## Preferences

If you select the “Change my Preferences” link from your PMM Update message, you will see a page with three options shown as links. They are “[Delegation](#)”, “[Safe List](#)” and “[Change Your Password](#)”. Clicking on these links will allow you to make changes to the item selected.

### [Delegation](#)

This item allows you to enter an e-mail address that will have the right to manage your PMM messages for you. It also shows you those users who have given you the right to manage their messages. Finally, you have the ability to refuse to manage someone else’s messages.

### [Safe List](#)

The Safe List is a list of e-mail addresses that you consider to be always safe and from which you always want to accept any messages that arrive. Addresses entered into the Safe List will not be subject to any screening by the MimeSweeper system.

### [Change Your Password](#)

This selection will allow you to change your PMM password from the one that is originally generated by the system. You may change your password as often as you wish.