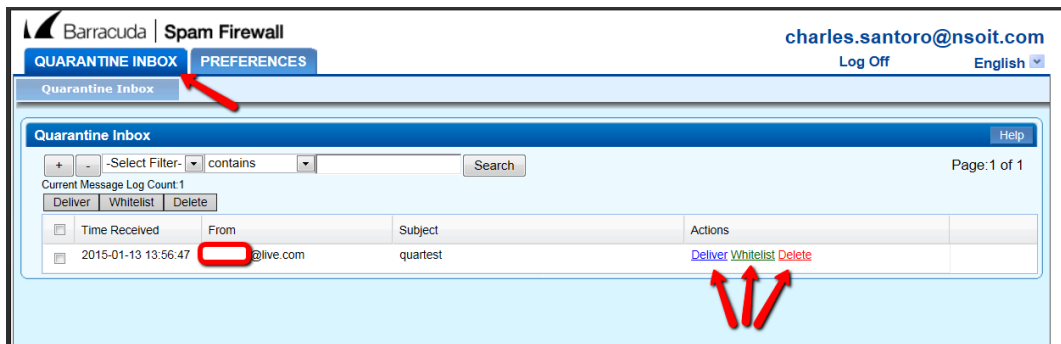


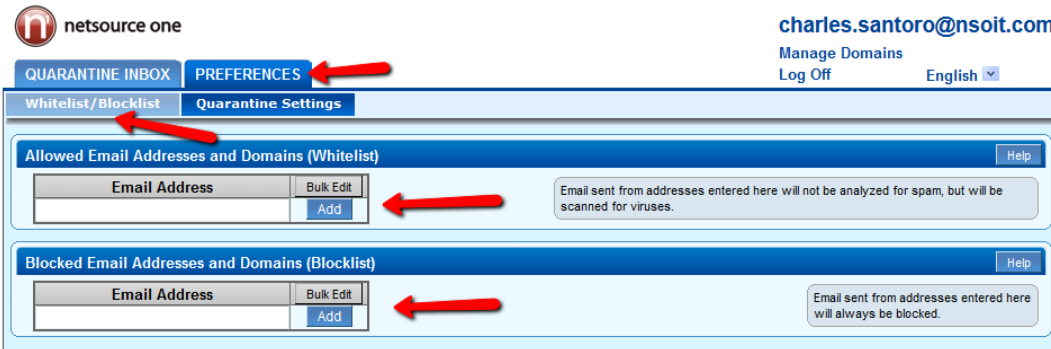
## Managing Your Quarantine Inbox

Spam filtering will work properly if you do nothing. The steps below are simply for customization.

1. Go to <https://bsf.nsoit.com> or follow link from your quarantine summary report email.
2. Your account has been set to the following username and password:  
**Username:** <your email address>  
**Password:** <your password used to login to your work pc and/or your email password>
3. By default the **QUARANTINE INBOX** tab appears and will show a list of your quarantined messages. You can **Deliver**, **Whitelist** or **Delete** an email/sender directly from the **QUARANTINE INBOX**.



4. You can add email addresses to your **Allowed** or **Blocked** list using the **Whitelist/Blocklist** tab.



5. You can change your **Quarantine Notification** settings for how often you receive an email summary.

