



GFI MailEssentials™

End-User Guide



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1 Using GFI MailEssentials

GFI MailEssentials helps you keep your mailbox protected from email malware and spam before these reach your email client.

As a GFI MailEssentials user you can configure the following options:

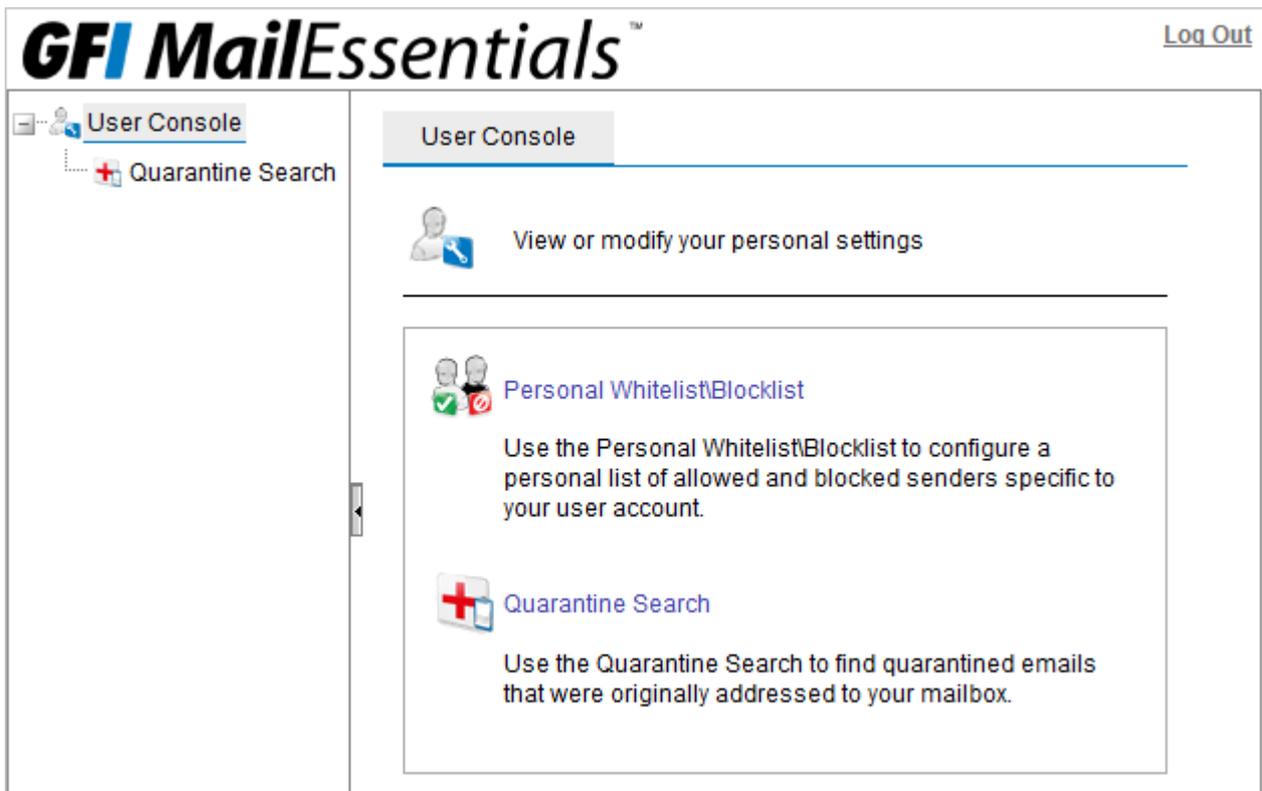
- » Personal Whitelist and Blocklist
- » Quarantine Search
- » SpamTag

2 Logging in to the web interface

Log in to the GFI MailEssentials web interface to access your [quarantined emails](#) and to configure your [Personal Whitelist and Blocklist](#).

To log in to GFI MailEssentials:

1. Ask your network administrator for the GFI MailEssentials URL.
2. Key in the URL in an Internet browser.
3. Key in your email user name and password. Typically these are the same credentials used to login to Windows®.
4. Click **Login** to load the GFI MailEssentials web interface.



Screenshot 1: The end-user GFI MailEssentials interface

2.1 Personal Whitelist and Blocklist

The Personal Whitelist and Blocklist features enable you to specify whether you want to always receive or always block emails received from particular email addresses and domains:

- » **Personal Blocklist** - a custom list of email addresses and domains from which you never want to receive emails.
- » **Personal Whitelist** - a custom list of email addresses and domains from which you always want to receive emails.

NOTES

1. Your administrator can disable the Personal Whitelist and Blocklist. In this case you will not be able to configure these options.
2. There are instances where emails received from whitelisted email addresses are still quarantined, since emails become blocked by other anti-spam filters. This depends on how your administrator configures GFI MailEssentials.

To configure a Personal Whitelist/Blocklist:

1. [Log in](#) to GFI MailEssentials.
2. Select **Personal Whitelist\Blocklist**.

Personal Whitelist | **Personal Blocklist**

Personalized allowed emails

This page contains the list of email addresses whose email are to be allowed (not filtered for spam). This list is a personal list so it will only affect the user configuring it.

Allowed email addresses

Specify the list of email addresses which you consider as trusted senders. Emails sent by email addresses in this list will not be filtered for spam.

Add\Update email address to allow

Import email addresses from txt file

No file selected.

Screenshot 2: Personal Whitelist\Blocklist

3. To create a Personal Whitelist, select **Personal Whitelist** tab; for personal blocklists, select **Personal Blocklist** tab.
4. Perform your desired action:
 - To add an email address, key in the email address and click **Add**.
 - To update an existing entry, select the email address, perform any required changes and click **Update**.
 - To delete an exiting entry, select an entry and click **Delete**.

NOTE

You can also export and import lists. Click **Export** to export the current list of Whitelisted or Blocklisted emails. To import previously exported lists, click **Browse...**, select the exported file list and click **Import**.

2.2 Quarantine Search

The Quarantine Store enables the management of spam emails. Search and view through your quarantined emails and then approve or delete emails accordingly.

1. [Log in](#) to GFI MailEssentials.
2. From the left navigation pane, select **Quarantine Search**.

Quarantine

Use this page to search for quarantined emails.

General

Date:
Any date/time

Search by sender:
[Text Input]

Search for text in subject:
[Text Input]

Spam

Search by anti-spam filter:
Any

Search

Screenshot 3: Quarantine Search

3. Specify the required search criteria.

SEARCH CRITERIA	DESCRIPTION
Date:	Select the date range when the email was quarantined. Available date ranges are: <ul style="list-style-type: none">» Any date/time» Since yesterday» Last 7 days» Last 30 days» Custom date range
Search by sender	Specify a sender who sent the email that was quarantined.
Search for text in subject	Specify the text to search for within the quarantined email subject.
Search by anti-spam filter	Select the filter that identified the email as spam.

4. Click **Search**.

New Search

Spam (364)

 Use this page to approve or delete emails blocked as spam

Approve		Delete		
<input type="checkbox"/>	Date/Time	Sender	Recipients	Subject
<input type="checkbox"/>	07/09/2013 11:41:01	spam@spam2domain.com	Administrator@domaina.tv	***網路行銷專家 快速曝光產品 增加網站流量***★
<input type="checkbox"/>	07/09/2013 11:40:59	spam@spam2domain.com	Administrator@domaina.tv	***網路行銷專家 快速曝光產品 增加網站流量***★
<input type="checkbox"/>	07/09/2013 11:40:59	spam@spam2domain.com	Administrator@domaina.tv	***網路行銷專家 快速曝光產品 增加網站流量***★
<input type="checkbox"/>	07/09/2013 11:40:59	spam@spam2domain.com	Administrator@domaina.tv	***網路行銷專家 快速曝光產品 增加網站流量***★
<input type="checkbox"/>	07/09/2013 11:40:58	spam@spam2domain.com	Administrator@domaina.tv	***網路行銷專家 快速曝光產品 增加網站流量***★
<input type="checkbox"/>	07/09/2013 11:40:58	spam@spam2domain.com	Administrator@domaina.tv	***網路行銷專家 快速曝光產品 增加網站流量***★

Page size: 10 364 items in 37 pages

Approve Delete

Screenshot 4: Quarantine Search Results

5. Select one or more quarantined emails and click:

- » **Approve** - to confirm that an email is not spam and have it delivered to your mailbox.
- » **Delete** - to permanently delete an email from Quarantine. Deleted emails are not recoverable.

2.3 MailInsights® reports

Use MailInsights® to generate graphical reports about your email communications.

GFI MailEssentials provides the Communications Flow report that shows the top 20 contacts that you communicated with in the previous 30 days. Other MailInsights® reports can be generated using GFI MailArchiver.

To generate a MailInsights® Communication Flow report:

1. Log in to GFI MailEssentials.
2. From the left navigation pane select **MailInsights**.
3. The Communication Flow report is automatically in the **Communication Flow** tab.

The generated report displays the following data:

Totals

The top area of the report shows the total statistics of communication flow in the previous 30 days.

- » **Total Contacts** - the total number of email addresses with whom you had email communications.
- » **Total Internal** - total number of internal users with whom you had communications.
- » **Top Internal** - the internal email address with whom you communicated the most.
- » **Total External** - total number of external users with whom you had communications.
- » **Top External** - the external email address with whom you communicated the most.

Graph

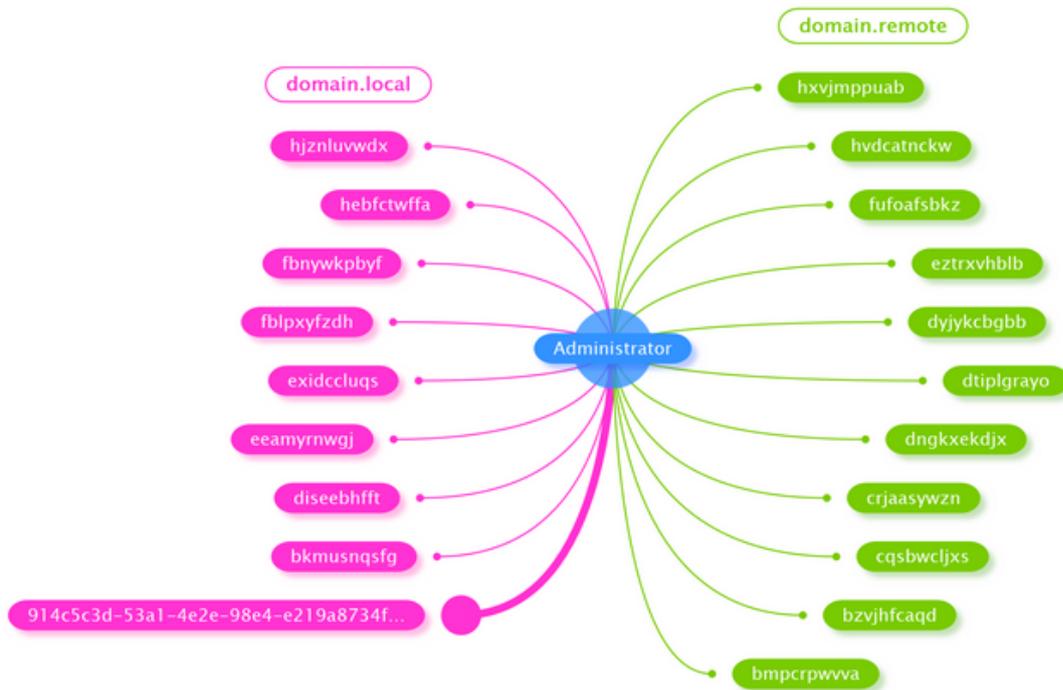
Your username is displayed as a single entity in the middle of the graph. Contacts are segregated by domains. Each domain cluster is shown in different color. Edge width between the nodes shows the strength of the email relation between different entities.

Top 20 contacts

The top 20 contacts with whom you communicated the most. Color codes indicate the different contacts' domains. The table indicates the total number of sent & received emails with that contact, together with the date and time when the last email communication occurred.

Top 20 Contacts - Last 30 days

Total Contacts	Total Internal	Top Internal	Total External	Top External
20	20	914c5c3d-53a1-4e2e-98e4-e219a8734f78@domain.local	0	
100% of Total Contacts	100% of Total Contacts	5	0% of Total Contacts	0



Screenshot 5: Sample Communications Flow report

3 SpamTag

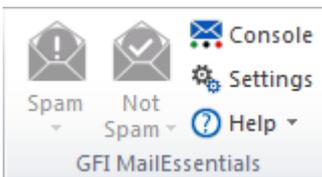
The GFI MailEssentials SpamTag Plugin is an addon for Microsoft Outlook giving you some control in management of spam emails.

NOTE

To use SpamTag, it must be installed on your machine. Ask your administrator to confirm if you can use SpamTag in your email environment.

The administrator can choose which of the following features and functions will you be able to use:

- » Classify emails as Safe or Spam.
- » Add senders and/or domains to Personal Blocklist or Personal Whitelist.
- » Automatically synchronize allowed and blocked senders in Microsoft Outlook with the GFI MailEssentials Personal Whitelist and Personal Blocklist respectively.
- » Automatically add your contacts to your Personal Whitelist.



Screenshot 6: SpamTag in Microsoft Outlook 2010

For information on how to use SpamTag, refer to the built-in help by clicking **Help** in SpamTag. The help automatically shows information related to the features that you have access to.