

# Setting up UCAR's Mailguard SPAM filter:

Last edited Feb 18, 2011

1. Navigate to: <https://mailguard.ucar.edu/mailguard/login.php>
2. Login with your username and UCAS/Kerberos password
3. You will see the opening screen.



## Welcome to UCAR's Maia Mailguard!

Take action against the onslaught of unwanted email with Maia Mailguard. When mail is listed in the lower right pane, you can train Maia regarding the difference between good email (non-spam) and unwanted email (spam). Please take the time to be sure that all items are reported correctly; if you don't have time to do so, please delete all the items rather than reporting them incorrectly.

Keep in mind, Maia can and will report items confirmed as spam to other services and authorities. By keeping up with the reporting process, you can help fight the spam war.

Note that, by UCAR management policy, we do not allow users to disable virus scanning or bad attachment type scanning. Therefore, even if the spam protection level is set to 'off,' suspected viruses and banned attachment types will be quarantined.

Here you can find a description of the various spam filter levels that you can set:

### Current protection level: Custom

Off  
 Low  
 Medium  
 High

\*\*Custom levels are in use:  
Use settings screen to manage, or choose a preset level above.

### Cache Contents

	You have <b>121</b> items in your non-spam cache. Click here to help train the filter, or to report a spam message that was missed.
	You have <b>2</b> items in your spam cache. Click here to report it, or to rescue a message that was mistakenly blocked.
	You have <b>0</b> items in your virus cache. Click here to delete it, or to rescue a message that was mistakenly blocked.
	You have <b>0</b> items in your banned-file cache. Click here to delete it, or to rescue a message that was mistakenly blocked.
	You have <b>0</b> items in your bad-header cache. Click here to delete it, or to rescue a message that was mistakenly blocked.

3385 SPAM items have been blocked for you 358 Viruses have been blocked for you  
2491198 Spam items blocked systemwide 1745696 Viruses blocked systemwide

Fig1

4. Click on the "cog" icon in the middle to access settings.
5. You will see the following screen:

# UCAR Mailguard

## Mail Filter Settings

User: Yourname

### E-mail Addresses

<b>Primary Address</b>		<b>Yourname</b>	
<b>Username:</b>	<input type="text"/>		
<b>Password:</b>	<input type="password"/>		

### Miscellaneous Settings

Send quarantine reminder e-mail?	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
Add senders of rescued mail to your whitelist?	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
Mail items to be displayed on each page?	<input type="text"/>	50		
Email Digest interval? (-1 to deactivate, in minutes)	<input type="text"/>	0		
Display Language	<input type="text"/>	English		
Display Character Set	<input type="text"/>	ISO-8859-1		
Theme	<input type="text"/>	Ocean Surf		
Trim non-email lines to: (characters)	<input type="text"/>	20		
Trim email lines to: (characters)	<input type="text"/>	20		

*Fig2*

6. Click on your username next to the "Primary Address field." This opens the settings window:



<b>Address:</b> <input type="text"/>	
<b>Virus Scanning</b>	<b>Enabled</b>
Detected viruses should be...	<input type="radio"/> Quarantined <input checked="" type="radio"/> Discarded
<b>Spam Filtering</b>	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled
Detected spam should be...	<input type="radio"/> Labeled <input checked="" type="radio"/> Quarantined <input type="radio"/> Discarded
Add a prefix to the subjects of spam?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Add X-Spam: Headers when Score is >=	<input type="text" value="3.000"/>
Consider mail 'Spam' when Score is >=	<input type="text" value="8.000"/>
Quarantine Spam when Score is >=	<input type="text" value="8.000"/>
<b>Attachment Type Filtering</b>	<b>Enabled</b>
Mail with dangerous attachments should be...	<input checked="" type="radio"/> Quarantined <input type="radio"/> Discarded
<b>Bad Header Filtering</b>	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled
Mail with bad headers should be...	<input type="radio"/> Labeled <input checked="" type="radio"/> Quarantined <input type="radio"/> Discarded
<input type="button" value="Update This Address' Settings"/> <input type="button" value="Update ALL Addresses' Settings"/> <input type="button" value="Reset"/>	

Fig3

7. Change your settings to match those above. Specifically:
  - a. Detected viruses should be discarded
  - b. Spam Filtering should be enabled
  - c. Detected spam should be Quarantined
  - d. Bad header filtering should be Enabled.
  - e. Mail with bad headers should be Quarantined.
8. Click the "Update ALL Addresses' Settings".

You can now Exit out of the program. If you wish to view your mail, you can go back to the Home screen and click the envelope icons (see Fig1).