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.
   
   ![UCAR Mailguard Welcome Screen](Fig1)

   Welcome to UCAR's Maia Mailguard!

   Use action against the onslaught of unwanted mail with Maia Mailguard. When mail is listed in the lower right pane, you can train Maia regarding the difference between good mail (non-spam) and unwanted mail (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 end 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:

   ![Spam Filter Levels](Fig1)

   4. Click on the “cog” icon in the middle to access settings.
5. You will see the following screen:
6. Click on your username next to the “Primary Address field.” This opens the settings window:
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).