



HOSTED EMAIL SECURITY DOMAIN ADMIN

INTRODUCTION: This short guide provides some simple steps on how to administrate your SPAM emails using the Hosted Email Security system by simply using the following link in a web browser.

You will be able to easily add and remove domains and email addresses from the black/white list as well as search for emails that may have been blocked as potential spam. You can also set how frequently you will be emailed a report detailing what has been blocked.

SYSTEM REQUIREMENTS: Most browsers will work

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- Access to the Internet
- Login details to <https://hes01.it-logik.com/>

STEP ONE

Login – When logging in for the first time you need to generate a password by selecting ‘Forgot your Password’. On the next screen enter your email address and a password will be sent out to you. Once you have received your password you can use this to login into the system.



STEP TWO

Once logged in as domain admin please select to either access your ‘user account’, where changes will only affect your personal mailbox or select ‘Domain Admin’, where changes will affect the domain.

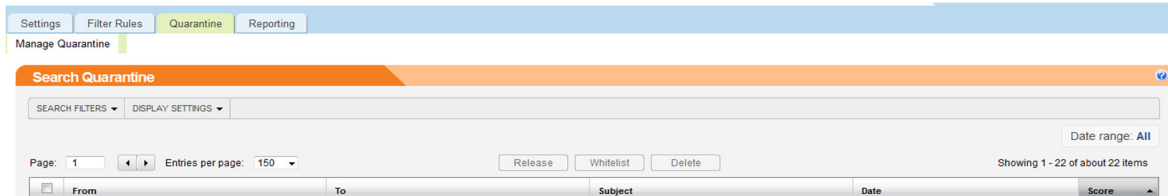
STEP THREE

Filter Rules – Add email address or domains to the Black/White list. As domain admin when adding the domain or email address it will be blocked from every mailbox with the domain.

For support please call +44 (0) 20 3740 1060, or email support@it-logik.com

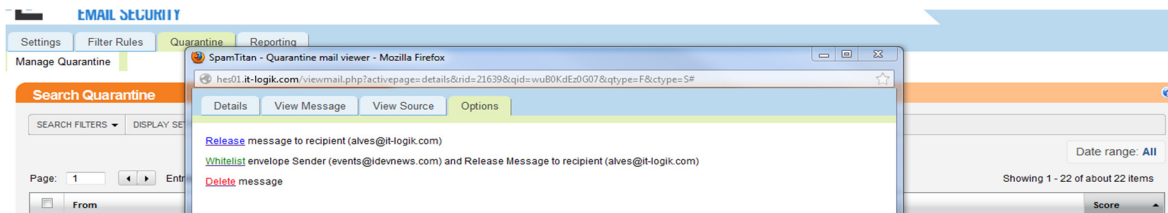
STEP FOUR

Search Quarantine – You can search through blocked emails. Individual or groups of emails can be selected from which you can release, whitelist or delete.



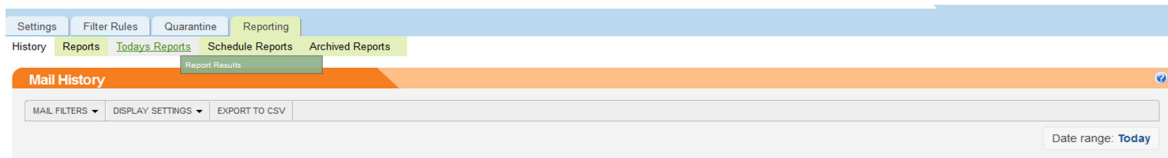
STEP FIVE

You can also click into the message to view full details before you release, whitelist or delete the email.



STEP SIX

Reporting – make changes to scheduled reports, search archived reports or change frequency of reports.



For support please call +44 (0) 20 3740 1060, or email support@it-logik.com