



HOSTED EMAIL SECURITY USER

INTRODUCTION: 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 enter your email address and select ‘Forgot your Password’. On the next screen enter your email address and a password will be sent out to you.



STEP TWO

Settings - Change your hes01 login password. You can also set how frequently you receive your quarantine report in the ‘Quarantine Report Settings’

STEP THREE

Filter Rules – Add email address or domains to the Black/White list. Please note this will only block to your mailbox. If you would like to block on a global domain level please contact your hosted security domain admin.

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

STEP FOUR

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

