



Spam, Virus, and E-mail Backup Protection

From Red Condor by EdgeWave

Personal Dashboard User Instructions

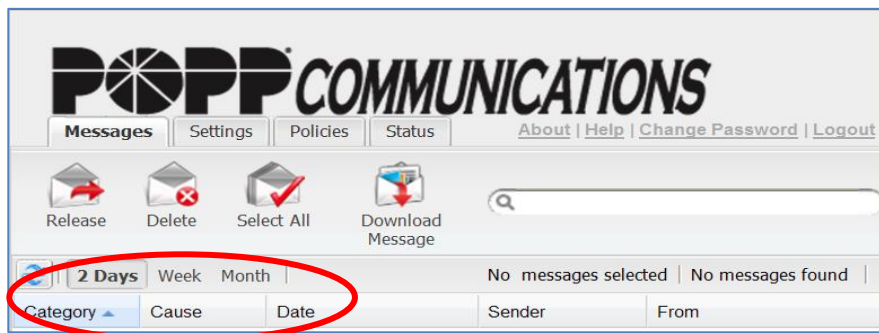
POPP utilizes Red Condor by EdgeWave to protect your e-mail from spam and viruses. Incoming e-mail marked as spam are moved to a quarantined area and emails containing a virus are blocked. Users can access a personal dashboard for their e-mail account to view quarantined e-mails, release any messages they want to receive, and update their e-mail protection settings.

Signup/Access Your Red Condor by EdgeWave Personal Dashboard

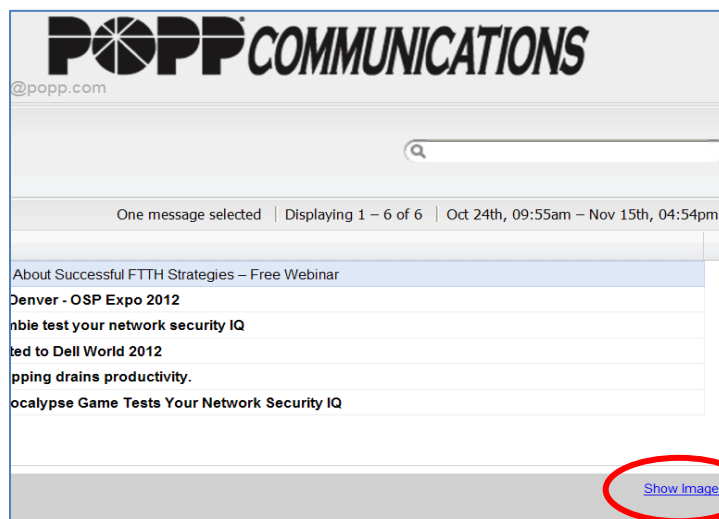
- Go to www.popp.com and login to Manage My Account – *Decision makers or contacts on POPP accounts only.*
- Once logged in, click the Dashboards tab. For first time users, select “Sign Up” below the View Dashboard button.
-or-
Go to www.popp.com/emailprotection – *Decision makers or contacts on POPP accounts and all employees.*
- Click the Signup link on the left-hand side.
- Enter your e-mail address and password (6 characters minimum) and re-enter your password.
- Click Signup.
- You will receive a signup confirmation message and confirmation via e-mail. Click the Activate link in the e-mail message to complete the signup process. You will be automatically taken to the login page.
- On the login page, enter your e-mail address and password and click Login.

Messages Tab

- Once logged into your personal dashboard, click the Messages tab. Click on an e-mail message to preview it.
- By default, e-mail messages displayed in the Messages Tab are from the past 2 Days. You can also choose to display messages from the past week or month.



By default, images within e-mail messages do not display when previewing them in the Messages Tab. To **view images**, click the Show Images link in the lower-right corner of the preview pane.





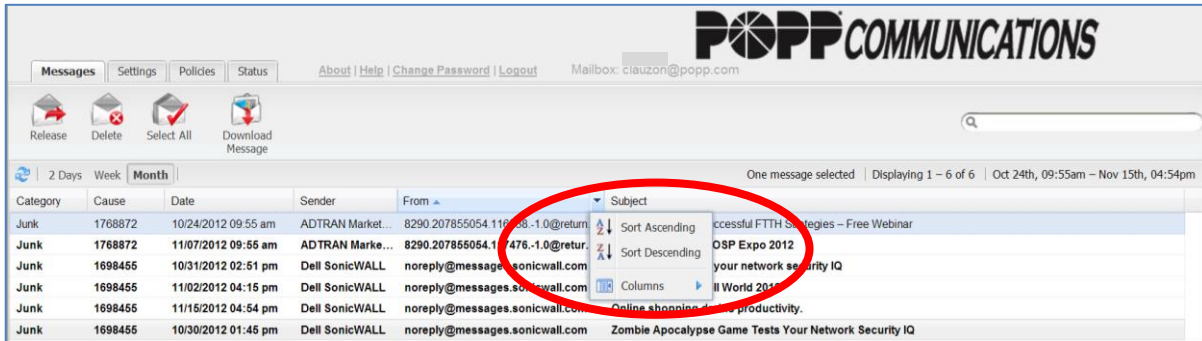
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To **sort e-mail messages by column**, click the column header you want to sort.

- Click once to sort in ascending order.
- Click again to sort in descending order.
- To **add and remove columns** on your personal dashboard, roll-over a column header and click the arrow to the right of the column. Roll-over columns and select columns you want displayed or deselect columns to remove them.



Search for e-mail messages in quarantine within any column.

- Click on a column header, enter a subject in the Search field, then click Enter. Only e-mail messages matching your search parameters display in the preview pane.
- To display all e-mail messages again, clear the search field and click Enter.
- E-mail messages are held in quarantine for 35 days, after which they will be automatically deleted. To **manually delete e-mail messages**, select messages you want to delete
- To select a single e-mail message, click on the e-mail message
- To select a block of multiple e-mail messages, click on an e-mail to highlight it, hold down the [Shift] key while clicking on another e-mail message. These two e-mail messages and all messages between the two messages are selected.
- To select multiple, non-contiguous e-mail messages, hold down the [Ctrl] key while selecting e-mails.
- Once the e-mail messages you want to delete are selected, click the Delete icon, then click OK.

To release known senders of quarantined e-mail messages, select e-mail messages using the [Ctrl] and [Shift] keys, as noted in the section above, then click the Release icon. Select from the following Release Confirmation options:

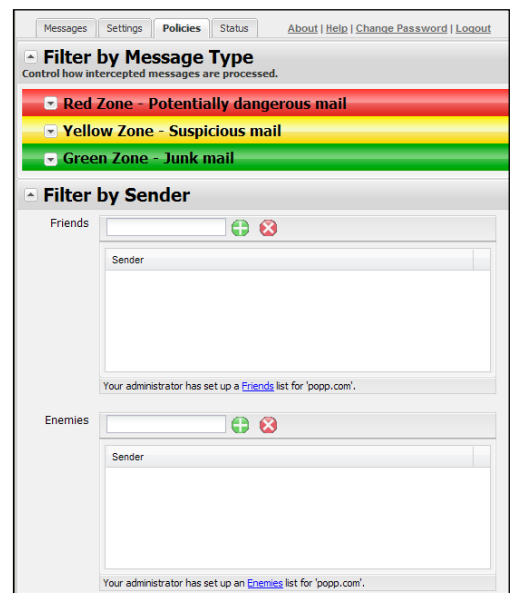
- To send a copy of the e-mail to the Red Condor by EdgeWave lab for review, check the first box and they will use this example to fine-tune the filtering process.
- To ensure you receive future e-mail messages from the sender, add the sender to your Friends list and check the second box. Using the Release Wizard, click messages you want to add to your Friends list, then click Finish.

Policies Tab

Set your quarantine preferences, select options for handling spam, attachments, and manage your Friends (always allow) and Enemies (always deny) lists.

Filter by Sender

- Click on the triangle to the left of Filter by Sender to expand this selection.
- To prevent blocking of mail from an e-mail address or from an entire domain, enter the address or domain in the Friends field and click the green + icon to add this entry. To delete an existing entry, highlight the entry and click the red X icon.
- To block mail from an e-mail address or from an entire domain, enter the address or domain in the Enemies field and click the green + icon to add this entry. To delete an existing entry, highlight the entry and click the red X icon.
- Note: Entries should be in the following format:
 - Email: name@domain.com
 - Domain: domain.com





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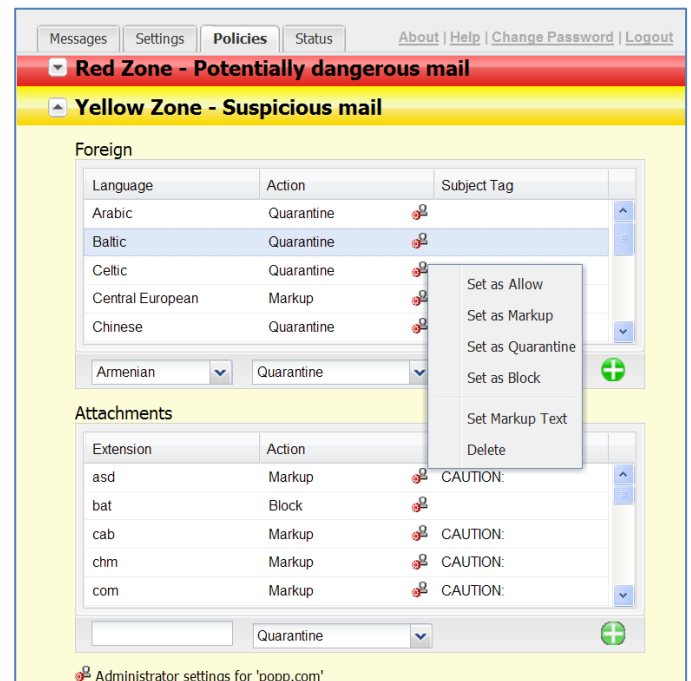
Green Zone-Junk Mail

- Click on the triangle to the left of Green Zone to expand this selection.
- Select action on incoming e-mail categorized as spam from the dropdown menu on the left:
 - Allow: An allowed message skips all spam filtering.
 - Markup: A marked up message has a tag added to its subject line; the tag can be used in your e-mail client rules for filtering and storing.
 - Quarantine: A quarantined message is stored for 35 days and then deleted.
 - Block: A blocked message is dropped before delivery and is not quarantined.



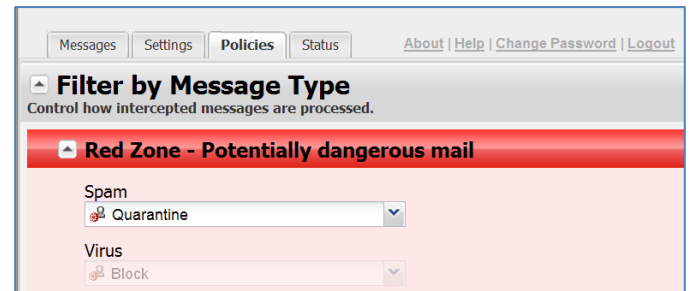
Yellow Zone-Suspicious Mail

- Click on the triangle to the left of Yellow Zone to expand this selection.
- In the Foreign field (e-mails in a particular foreign language) right-click on a given language and select handling option.
- In the Attachments field right-click on a given attachment type and select handling option.
- You can also add custom attachment types:
 - In the box below the Attachments list, type the file extension.
 - From the dropdown box, select handling option.
 - Click the green + icon to add this entry.



Red Zone-Potentially Dangerous Mail

- Click on the triangle to the left of Red Zone to expand this selection.
- In the dropdown boxes for the various categories, select handling options:
 - Spam: Unwanted mail
 - Virus: Mail containing malware





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Settings Tab – Spam Digest is a report delivered via e-mail and lists e-mail messages in quarantine.

- To subscribe to Spam Digest, select Delivery Frequency—choose to receive reports Never, Daily or Monthly.
- To change your report preferences, select options in Report Format, Report Content and Order List By fields.
- Each e-mail message in Spam Digest will have a View link to preview the e-mail messages. In the preview, you can release the message and add the sender to your Friends list.
- To unsubscribe to Spam Digest, go to Digest Settings and set the Delivery Frequency to Never.

Messages **Settings** Policies Status [About](#) | [Help](#) | [Change Password](#) | [Logout](#) Mailbox

Digest Settings

Delivery Frequency: Never Daily Weekly


Report Format:

Report Content:

Order List By: Ascending

Time Zone Setting

Click on the section of the map that contains your location.
Then select your timezone from the list.



Time Zone:

Your Date/Time: Dec 5th, 08:36am

Status Tab

Display **monthly statistics** for your account, including delivered, marked up, quarantined, and blocked e-mail messages.