



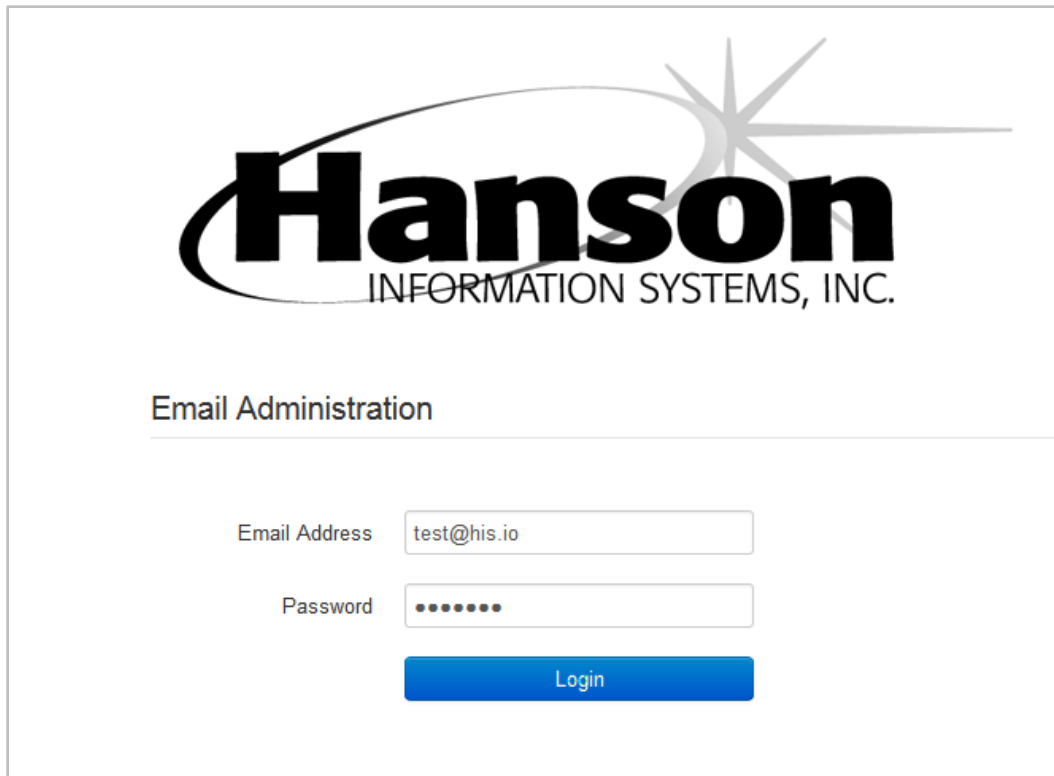
Email Administration – User Guide

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Accessing Your Email Administration Dashboard

You can log in to your Hanson Information Systems email administration dashboard by visiting <http://emailadmin.hansoninfosys.com>. Here you will need to log in with your full email address and password.

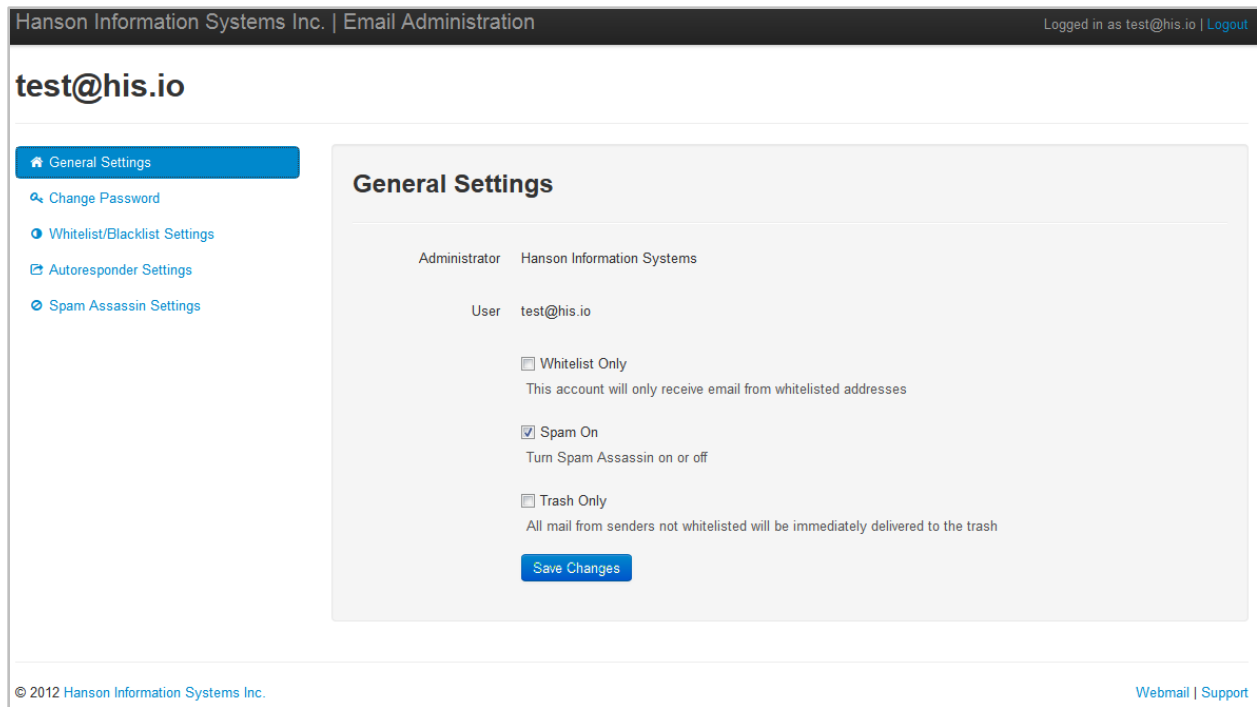


The screenshot shows the login interface for the Hanson Information Systems, Inc. Email Administration dashboard. At the top is the company logo, which features the word "Hanson" in a large, bold, black font, with "INFORMATION SYSTEMS, INC." in a smaller, black font below it. A stylized starburst graphic is positioned behind the text. Below the logo, the text "Email Administration" is centered. Underneath, there are two input fields: "Email Address" with the value "test@his.io" and "Password" with a masked password represented by seven dots. A blue "Login" button is located below the password field.

If you do not know your password you will need to contact Hanson support by either calling 217-726-2400 or emailing support@hansoninfosys.com.

Navigating the Email Administration Site

Once you are logged in you will notice that on the left side of the screen there are several navigation tabs.



1. [General Settings](#) – This screen shows your basic account information such as your account administrator and your username. You also have three settings you can change: Whitelist Only, Spam On, and Trash Only.
2. [Change Password](#) – Provides a form that can be used to reset your email account password.
3. [Whitelist/Blacklist Settings](#) – Allows you to create rules to block or allow all emails that meet specific criteria.
4. [Autoresponder Settings](#) – On this screen you can enter an autoresponder message that will automatically be sent to anyone that sends you an email. Here you can also enable or disable your autoresponder.
5. [Spam Assassin Settings](#) – This screen is intended to be used by more advanced users. Here you can change some of the settings that are used for your account by our spam filter.

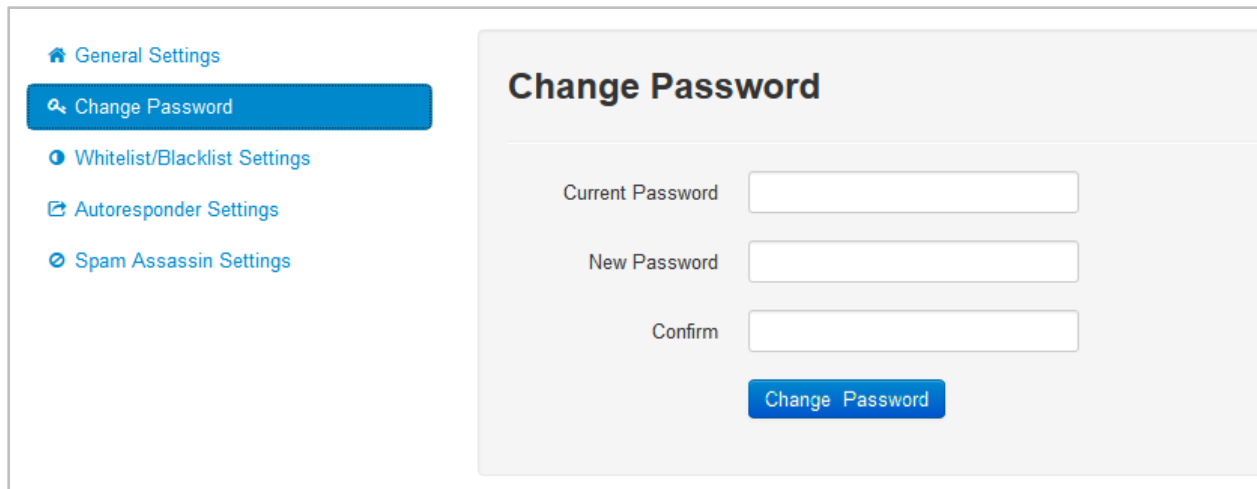
You can end your session at any time by clicking the **logout** button in the upper right corner of the screen.

General Settings

1. **Whitelist Only** – Checking this box will cause your account to only receive email from the senders you have **whitelisted** in your [Whitelist/Blacklist Settings](#).
2. **Spam On** – Checking this box will turn the Spam Assassin spam filter on and will activate the settings defined in your [Spam Assassin settings](#). In general you will want this box to be checked.
3. **Trash Only** – All mail from senders that are not specified as **whitelisted** in your [Whitelist/Blacklist settings](#) will immediately be delivered to your trash.

Change Password

The “Change Password” tab will allow you to set a new password for your account. This form requires that you know your current password. If you do not know your current password please contact Hanson support by either calling 217-726-2400 or emailing support@hansoninfosys.com.



The screenshot shows a web interface for changing a password. On the left is a sidebar with navigation links: 'General Settings' (home icon), 'Change Password' (magnifying glass icon, highlighted in blue), 'Whitelist/Blacklist Settings' (circle icon), 'Autoresponder Settings' (envelope icon), and 'Spam Assassin Settings' (circle icon). The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm'. Below the fields is a blue 'Change Password' button.

Whitelist/Blacklist Settings

This tab will allow you to create rules for whitelisting and blacklisting messages.

Description of Fields

The first dropdown contains only two options:

1. Whitelist – Messages that satisfy this rule will **always** be delivered
2. Blacklist – Messages that satisfy this rule will **never** be delivered

The second dropdown has four different options:

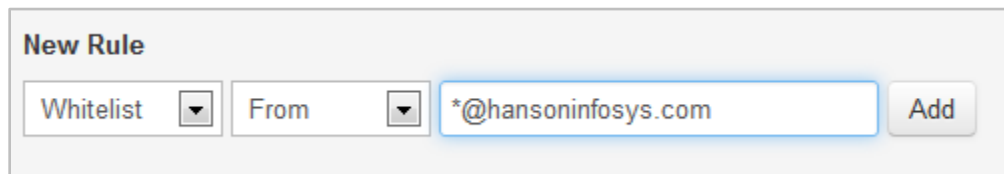
1. From – If the sender of the message matches the text you enter for the address
2. Subject – If the subject of the message contains the text you enter
3. Body – If the body of the message contains the text you enter
4. Any – If the sender, subject, or body contain the text you enter

In the textbox you will enter the address or text to search for.

Note – you can use the asterisk (*) to denote a wildcard in this textbox.

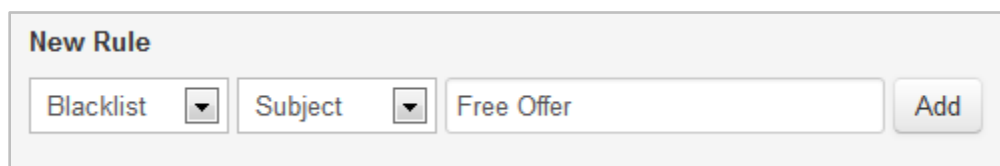
After you enter the three fields for a rule simply click the “Add” button and your new rule will be immediately added.

Examples



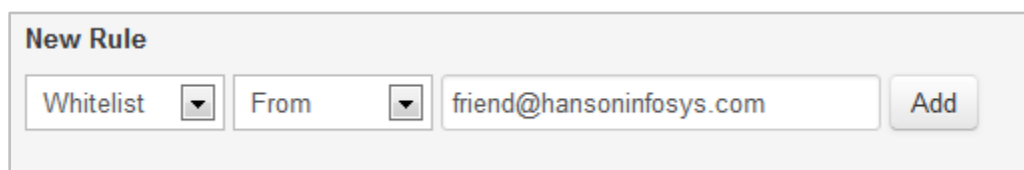
The screenshot shows a 'New Rule' form with the following fields: a dropdown menu set to 'Whitelist', a dropdown menu set to 'From', a text input field containing '*@hansoninfosys.com', and an 'Add' button.

This rule will tell the email system to always allow any message from any sender who has a hansoninfosys.com email address.



The screenshot shows a 'New Rule' form with the following fields: a dropdown menu set to 'Blacklist', a dropdown menu set to 'Subject', a text input field containing 'Free Offer', and an 'Add' button.

This rule specifies that any email that has a subject containing the text “Free Offer” should not be delivered to your account.



The screenshot shows a 'New Rule' form with the following fields: a dropdown menu set to 'Whitelist', a dropdown menu set to 'From', a text input field containing 'friend@hansoninfosys.com', and an 'Add' button.

This rule states that any email sent from friend@hansoninfosys.com should always be delivered to your account.

Viewing and Deleting Rules

You can see a list of all the rules for your account in the “Current Rules” table.

Current Rules			
Field	Address	Rule	Delete
From	*@hansoninfosys.com	Whitelisted	
Subject	Free Offer	Blacklisted	
From	friend@hansoninfosys.com	Whitelisted	

3 Rules

If you ever want to delete one of the Whitelist/Blacklist rules you have created simply click the red **Delete** button and it will be immediately deleted.

Autoresponder Settings

The autoresponder allows you to set up a response message that will be sent any time someone sends an email to your account. You will still receive their message as normal, however this will return a response that can be used to indicate you are out of the office (or something similar). This is often referred to as an “Out of office reply.”

Description of Fields

Response – The response is the message that will be returned to anyone that sends an email to your account.

From – The email address that you want your auto-response to be sent from. Leaving this field blank will cause the response to be sent from your own account.

Expires – The date you want your autoresponder to expire. Any messages sent to your account after the date you specify here will not trigger your autoresponder.

Autoresponse Enabled – This box must be checked in order for your autoresponder to be activated. You can fill out the response, from, and expired fields, but if you do not check this box your autoresponder will not be sent. This will allow you to set up your autoresponder ahead of time and enable/disable it whenever you need.

Example

Autoresponse Settings

Autoresponse successfully updated at 03:48:39 ✕

Response

I will be out of the office from Monday, October 22 to Wednesday, October 24. If you need immediate assistance please contact support@hansoninfosys.com

Thanks,
John Doe

From

Expires

Autoresponse Enabled

Save Changes

In this example I have written a message that indicates I will be out of the office until Wednesday and I supply an alternate contact address. The From field was left blank so that the autoresponse will come from my account, and the Expires field is set to Thursday so that it will automatically disable the autoresponder when I am back in the office. Since I want the response to be enabled immediately I checked "Autoresponse Enabled."

After clicking "Save Changes" a green message will appear at the top indicating that the autoresponder settings were successfully saved.

Spam Assassin Settings

The Spam Assassin settings tab is an advanced feature that allows you to manage some of the settings our Spam Assassin spam filter will use for your account.

Required Hits

This value indicates the “Spam Assassin score” an email message must receive to be considered spam. The lower this value is the stricter the spam filter is.



The screenshot shows a user interface for setting the 'Required Hits' value. On the left, there is a horizontal slider with a white handle. To the right of the slider is a text input field containing the number '3.8'. Further to the right is a blue button with the text 'Update' in white.

The default value for Required Hits is 3.8. If you would like to adjust this value you can either use the slider on the left or you can manually type a value in the textbox.

After changing the Required Hits value, click the blue “Update” button and your changes will be immediately saved.

Whitelist/Blacklist Settings

These settings are almost identical to the settings on the “Whitelist/Blacklist Settings” tab, however you only have the option of whitelisting/blacklisting the To and From fields. Adding and deleting the rules is the same process.

In general it is preferred that you add your whitelist and blacklist rules on the “Whitelist/Blacklist Settings” tab, unless you have a specific reason you would like them to be set up in Spam Assassin.