



Guide to the Scotnet.co.uk Anti Spam Administration Portal

Introduction

The purpose of this document is to illustrate the functionality and general usage of the Scotnet.co.uk Anti Spam Portal to ensure the successful maintenance of your mailbox. It will cover tasks ranging from adding contacts to trusted lists, permitting email after being blocked and customizing message headers for the challenge response email.

Logging on to the Anti Spam Administration Portal

Open your browser and click on the following link:

http://webmail1.scotnet.co.uk:81/user_maint/user_maint.cgi

You will be prompted for a username and password to enter this section of the site.

Please enter the following username and password:

Username:	scotnet
Password:	sc0tnet

Please Note: (The letter o is replaced by a zero in the password)



After authenticating, you will be presented with the main Anti Spam Administration Console. It is important that you enter your full sop number including the appropriate letter for the box, with the corresponding password.

The first three options on this page are obvious. The first link in the second section referring to “Edit address book” allows you to manually add trusted email addresses to your “white list”. Emails from said addresses will always be allowed through to your mailbox.

SOP name Password

To have your sop password emailed to your registered bypass account

To see the details of your last attempts at accessing pop email

Send a test email to my POP account

The options below can only be used if you have subscribed to our *anti-spam-mail* package.

To examine or modify your address book of email addresses that you trust

To view message which are awaiting acknowledgement and/or to force delivery

To change the message sent to challenge incoming mail (EXPERTS ONLY)

To unsubscribe from the Scotnet AntiSpam System, click here (EXPERTS ONLY)

The “View headers” option allows you to manually allow delivery of mail which you believe may have been blocked in error. Note that the headers will remain on the system for 5 days, after which time, the corresponding mail will be removed of the server should you not allow it through.

SOP name Password

To have your sop password emailed to your registered bypass account

To see the details of your last attempts at accessing pop email

Send a test email to my POP account

The options below can only be used if you have subscribed to our *anti-spam-mail* package.

To examine or modify your address book of email addresses that you trust

To view message which are awaiting acknowledgement and/or to force delivery

To change the message sent to challenge incoming mail (EXPERTS ONLY)

To unsubscribe from the Scotnet AntiSpam System, click here (EXPERTS ONLY)

The “Edit message text” will allow you to customize the challenge email that is sent to the people who are not on your white list.

SOP name Password

To have your sop password emailed to your registered bypass account

[Email my password](#)

To see the details of your last attempts at accessing pop email

[View pop log](#)

Send a test email to my POP account

[Send test email](#)

The options below can only be used if you have subscribed to our *anti-spam-mail* package.

To examine or modify your address book of email addresses that you trust

[Edit address book](#)

To view message which are awaiting acknowledgement and/or to force delivery

[View headers](#)

To change the message sent to challenge incoming mail (EXPERTS ONLY)

[Edit message text](#)

To unsubscribe from the Scotnet AntiSpam System, click here (EXPERTS ONLY)

[Remove Anti Spam System](#)