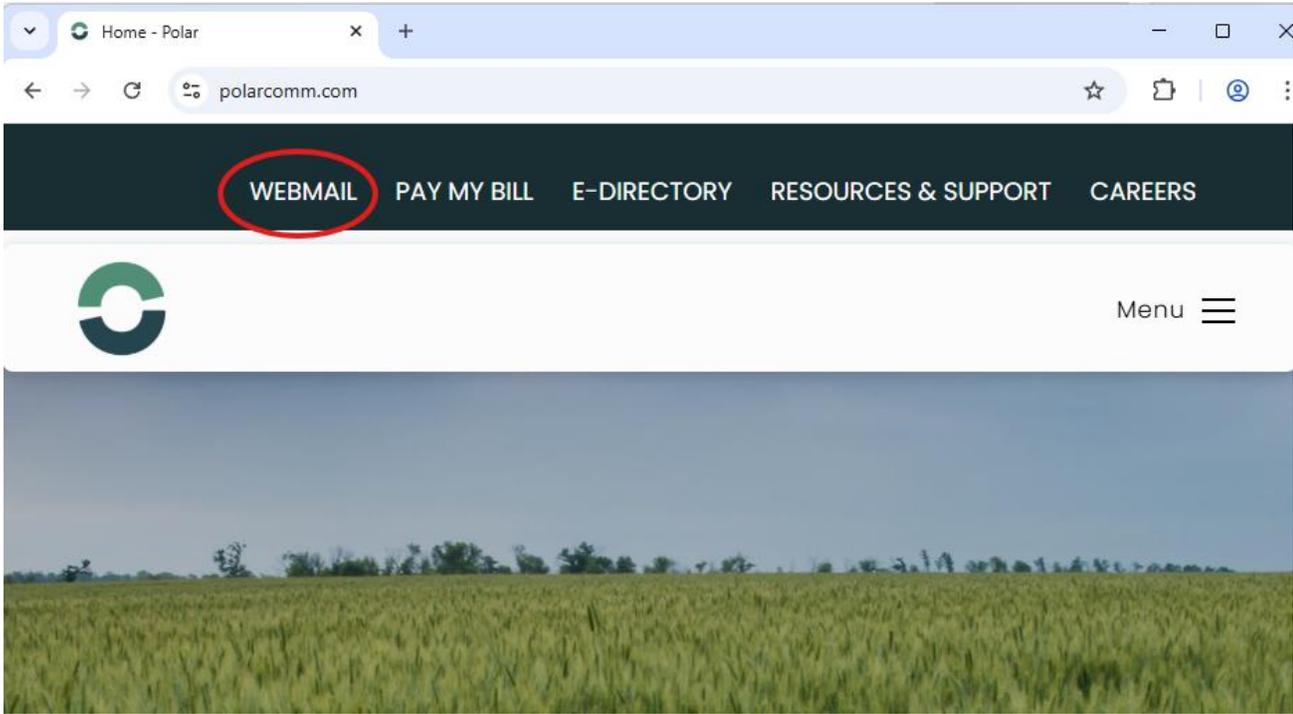
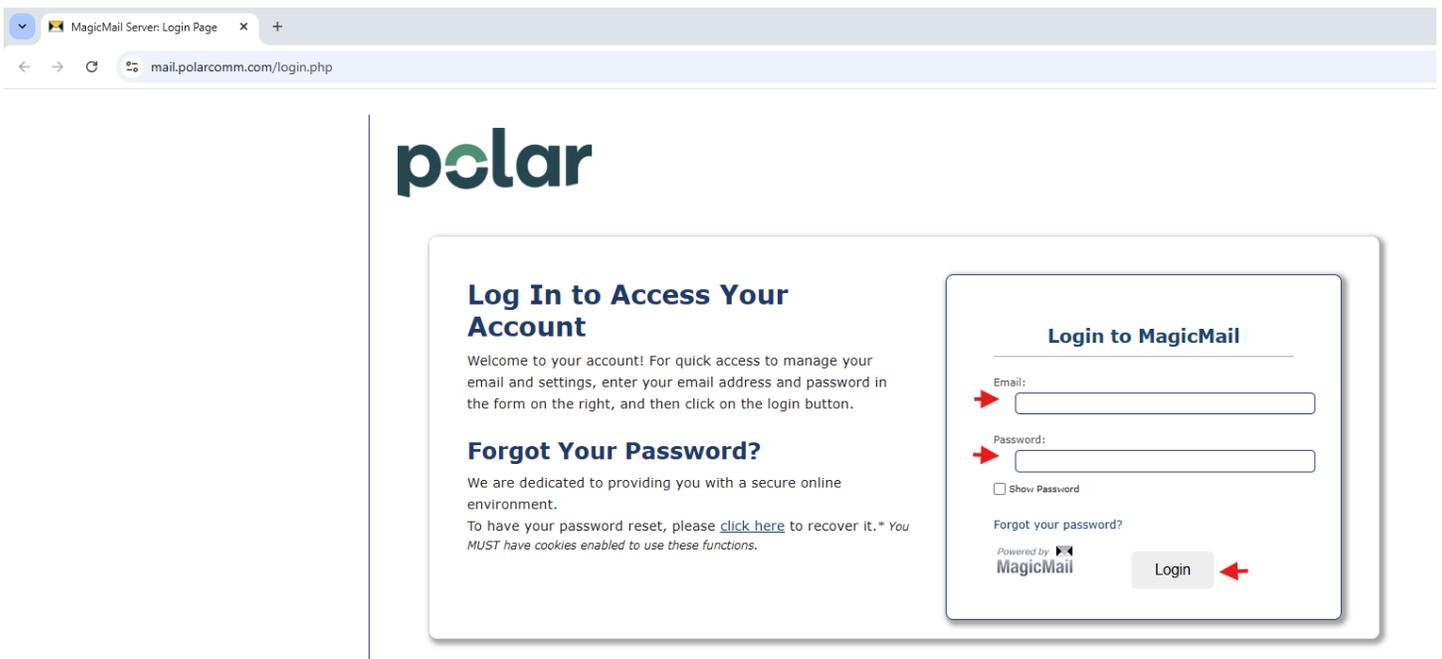


HOW TO ACCESS YOUR POLAR WEBMAIL ONLINE

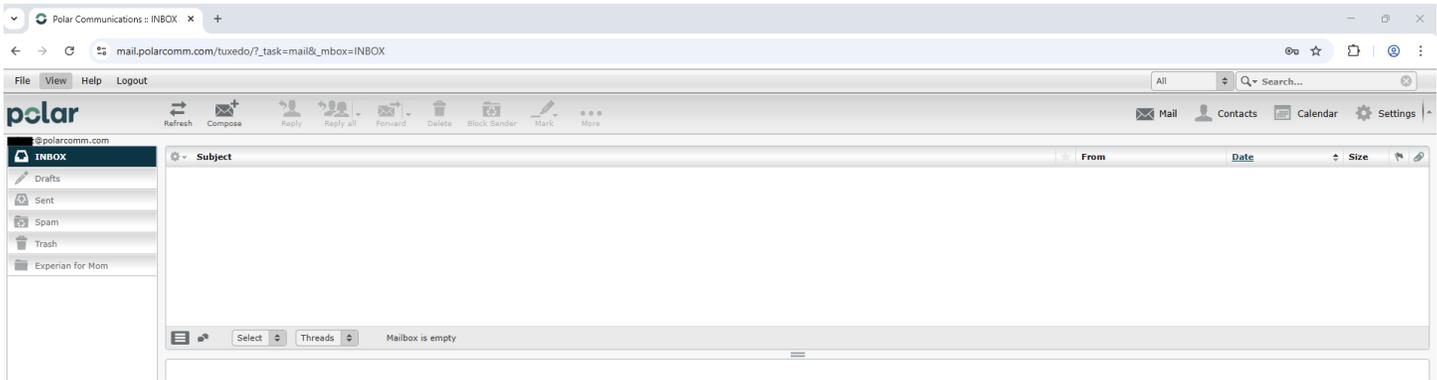
- If you go out to our website, www.polarcomm.com at the top of the page click on WEBMAIL.



- That will open a new window where you're able to enter your username and password for the email account.



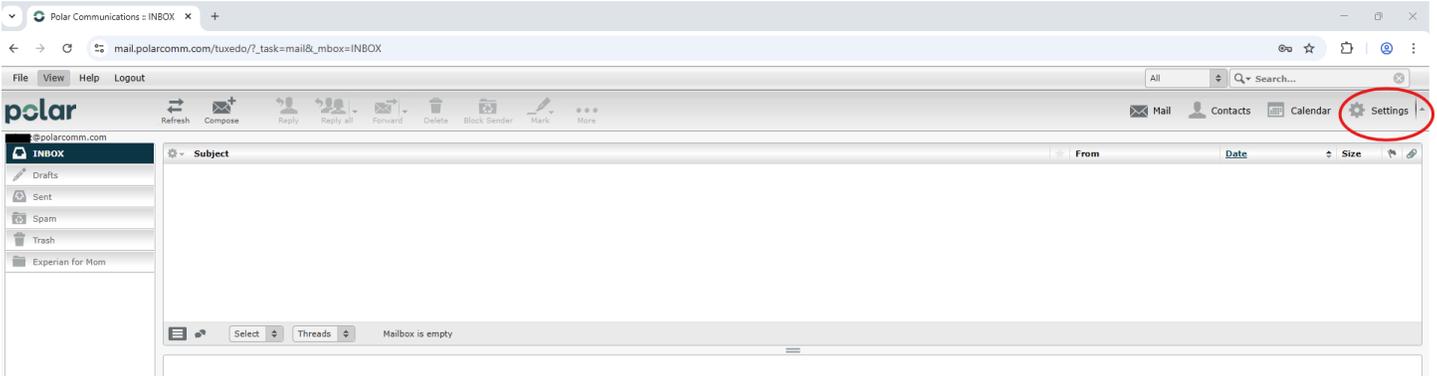
- Once you log in, the next window should look like this:



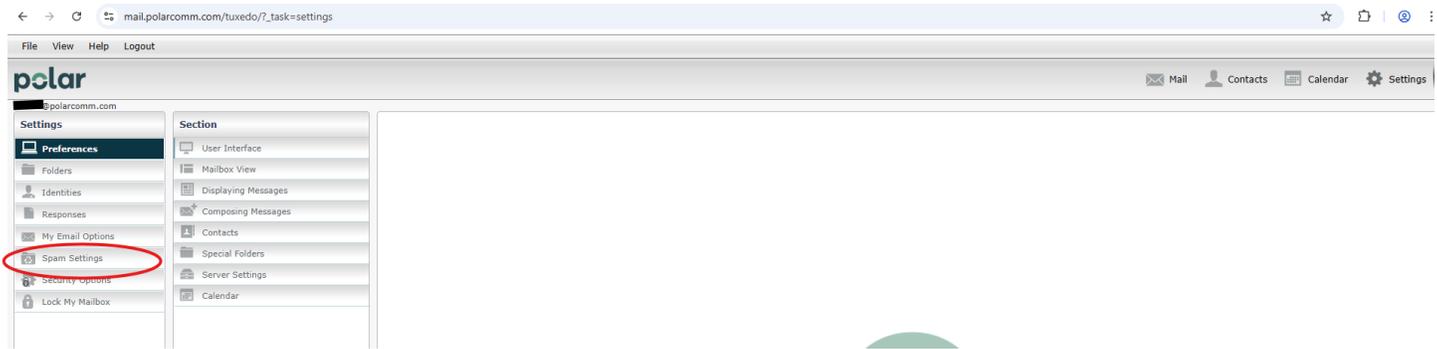
- MagicMail has a document that walks through the layout and features, and can be found at this link: https://mail.fourway.net/tuxedo/help/en_US/ if you'd like to look through it.

HOW TO ADD AN ADDRESS TO THE BLACKLIST (BLOCK) OR WHITELIST (ALLOW)

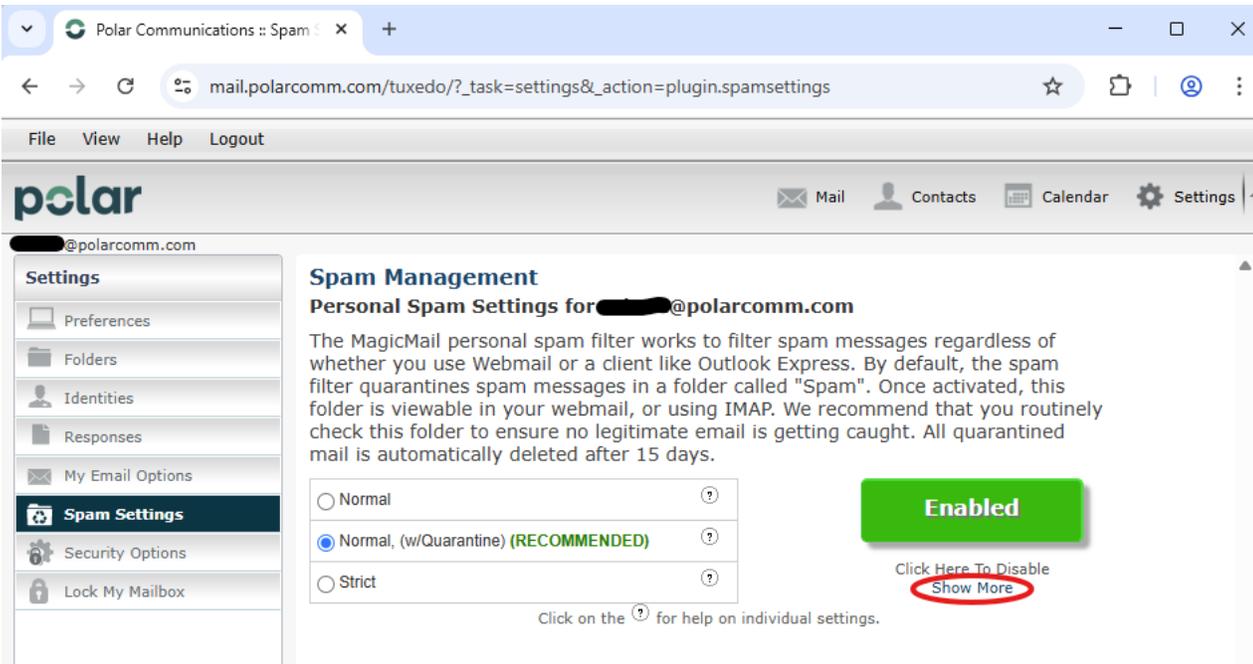
1. While in this layout, you'll want to click on Settings.



2. When that opens, click on the Spam Settings tab in the left column.



3. That will open to this window, click on the "Show More" (your mouse pointer should turn into a hand if you're hovering over the correct area)



4. From there it will give you the options to add addresses to the Blacklist (addresses to block) or the Whitelist (addresses to allow). Click on whichever list you'd like to add the address to (for this example, I'll use whitelist):

The screenshot shows a web browser window with the URL `mail.polarcomm.com/tuxedo/?_task=settings&_action=plugin.spamsettings`. The page title is "Spam Management" and it is for "Personal Spam Settings for [redacted]@polarcomm.com".

The "Spam Management" section includes a description of the MagicMail filter and three radio button options: "Normal", "Normal, (w/Quarantine) (RECOMMENDED)", and "Strict". A green "Enabled" button is present, along with a link to "Click Here To Disable Show Less".

The "Edit Spam Lists" section contains the following text: "For most cases you will only need to use the Allow Sender and Block Sender buttons in the Webmail interfaces to fine tune your Anti-Spam experience. Below you can perform direct management of your white/black lists."

Edit Spam Lists	
Subject Blacklist	?
From: Blacklist	?
From: Whitelist	?

Click on the ? for help on individual settings.

5. In the next window, you can add an address using either a specific address or a domain as spelled out in the note. You would then enter the address/domain and click Add.

List Editor - Google Chrome

mail.polarcomm.com/edit-spam-lists.php?inpopup=1&action=header_from_whitelist

From Whitelist

When an incoming email matches your whitelist, the message will always be delivered to your mailbox. A whitelist match always takes precedence over other email rules.

MagicMail can whitelist senders at 2 different levels:

Server Level
Mailbox Level

Note: You can filter either a portion of or all of the email address. For example entering **@domain.com** will filter all mail from that domain (it will filter both joe@domain.com and jane@domain.com). You may also choose to use the full email address which is the preferred option -- it prevents "false positives", which are matches you did not intend.

Add to 'From Whitelist'

Enter new value: Server Mailbox

Check All	Value	Help
Uncheck All	No entries found	

6. Once that is complete and you have added the address/addresses you'd like, you can close out the window.
7. To then get BACK to your email inbox, click on the Mail icon, and it will take you back to your Inbox.

Polar Communications :: Spam

mail.polarcomm.com/tuxedo/?_task=settings&_action=plugin.spamsettings

File View Help Logout

polar Mail Contacts Calendar Settings

@polarcomm.com

Settings

- Preferences
- Folders
- Identities
- Responses
- My Email Options
- Spam Settings**
- Security Options
- Lock My Mailbox

Spam Management

Personal Spam Settings for @polarcomm.com

The MagicMail personal spam filter works to filter spam messages regardless of whether you use Webmail or a client like Outlook Express. By default, the spam filter quarantines spam messages in a folder called "Spam". Once activated, this folder is viewable in your webmail, or using IMAP. We recommend that you routinely check this folder to ensure no legitimate email is getting caught. All quarantined mail is automatically deleted after 15 days.

Normal ?

Normal, (w/Quarantine) (RECOMMENDED) ?

Strict ?

Enabled

[Click Here To Disable](#)
[Show Less](#)

Edit Spam Lists

For most cases you will only need to use the Allow Sender and Block Sender buttons in the Webmail interfaces to fine tune your Anti-Spam experience. Below you can perform direct management of your white/black lists.

Subject Blacklist	?
From: Blacklist	?
From: Whitelist	?

Click on the ? for help on individual settings.