










CHAPTER 2

Global Inbound Account Settings and Recommendations (ORG)

The instructions here show how to amend global account settings for all users with this account. The setting made here apply to all sub orgs created. Sub org settings can be amended upon creation. The settings that are amended only apply to that sub org created.

These setting can be adjusted according to your business security policy.

 Spam Filtering	 Message Limits
 Virus Blocking	 Sender Lists
 Attachment Manager	 Industry Heuristics
 Content Manager	

The steps below show how to define these options:

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- Step 1** In the **Orgs and Users** menu, click **Orgs** to display the organizations page.
 - Step 2** Click the required **Organization**.
 - Step 3** Click the icon for each section.

The categories and the settings that apply to each section are displayed. The recommended settings for each section are as follows.

Spam Filters

Spam Filters - Email Users

Manage spam filtering. Note that Approved Senders bypass all spam filters.

Changes below are applied to this organization, new sub-orgs added later, and can optionally be copied to existing sub-orgs.

Blatant Spam Blocking Eliminate more than 50% of spam sent to the selected Spam Disposition by bouncing or blackholing obvious spam before it reaches your servers (Approved Senders always get through).

- BSB Off
 Bounce (return "ERROR 571 Message Refused")
 Blackhole

Null Sender Disposition

Choose where to send messages that do not have an SMTP (envelope) sender address. These messages are usually non-delivery reports (NDRs).

- Ignore
 Allows the message to bypass this filter. Other filters (such as spam and virus filters) still apply.
 User Quarantine
 Sends the message to the recipient's quarantine.
 Blackhole
 Discards the message.
 Bounce
 Returns the message with the following custom error:

 Leave blank to use the default error: "571 Domain does not accept delivery report messages". Or, specify another 500 series message.

Null Sender Header Tag Validation Validate the header tags of messages lacking an SMTP (envelope) sender address to determine if they are delivery reports for messages actually sent out. Valid reports will bypass the Null Sender Disposition.

Validate reports up to hours after message delivery.

Spam Disposition

Choose where to send recognized spam:

- User Quarantine
 Directs each user's spam to a separate quarantine.
 Quarantine Redirect
 (type redirect user's primary email address - no aliases)
 Spam is redirected to the specified account's quarantine (users never see it). The redirect user must be on the same email server as the current organization.
 Message Header Tagging
 Spam is sent to the user's email server with the spam score written in the header so it can be sorted to a dedicated location on the server or user email client.
 Warning: You must set up sorting separately or unfiltered spam will arrive at the user's Inbox.

Apply settings and filters to existing sub-orgs.
 WARNING: Selecting this option permanently overwrites the settings of the sub-orgs

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Inbound Virus Blocking

Inbound Virus Blocking - Email Users

Manage messages containing recognized viruses that are sent to users in this organization who have virus blocking turned on. (Turn blocking on/off for individual users at [Users](#), and for new users at the org's [Default User](#)).

Changes below are applied to this organization, new sub-orgs added later, and can optionally be copied to existing sub-orgs.

Non-Account Virus Blocking	When On, deletes virus-infected messages sent to unregistered users, before they reach your mail server. When Off, messages sent to unregistered users are not scanned for viruses. <input type="button" value="On"/>
Early Detection Filtering	When On, messages that may contain a virus or other threat are quarantined under the Pending tab in Message Center. Messages remain quarantined until they are automatically rescanned, or when users with proper permissions deliver them. Available only for registered users for whom Virus Blocking is turned on. <input type="button" value="Off"/> View Confidentiality Waiver
Virus Cleaning	When On, users are given the capability to clean infected virus messages prior to delivery from their Message Center. <input type="button" value="On"/>
Message Fragment Bouncing	When On, messages containing fragments are bounced, returning "Error 571 - Domain Does Not Accept Fragment Messages". When Off, messages are quarantined. <input type="button" value="On"/>
Virus CC	Address to CC on virus notifications (must be on same email server as intended virus recipient). <input type="text"/>

Virus Disposition

Choose where to send messages infected with recognized viruses.

Bounce
Bounce all infected messages automatically for user accounts - no need to manage quarantines.

User Quarantine
Users view infected messages in their quarantine. To prevent them from forwarding the messages, remove Modify permission for Deliver-As-Is under [User Access](#).

Quarantine Redirect
 (type redirect user's primary email address - no aliases)
Infected messages are redirected to the specified account's quarantine (users never see them). The redirect user must be on the same email server as the current organization.

Message Header Tagging
Infected messages are sent to the user's email server with a virus indicator written in the header so it can be sorted into a dedicated location on the server or user's email client.
Warning: You must set up sorting separately or infected messages will arrive at the user's Inbox.

Apply settings and filters to existing sub-orgs.
WARNING: Selecting this option permanently overwrites the settings of the sub-orgs

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Inbound Attachment Manager

Inbound Attachment Manager - Email Users			View	Edit	Filters
Filters messages based on the size or type of attachments. Filters apply to this organization and new sub-orgs you add. You can copy filters to existing sub-orgs.					
Filter Type	Disposition	Settings			
Message Size					
30 MB	Bounce				
Scanning Options					
Inside Compressed	On				
Binary Scanning	Off				
Custom File Types					
- none specified -	Approve				
- none specified -	Bounce				
- none specified -	User Quarantine				
- none specified -	Quarantine Redirect				
- none specified -	BCC-Quarantine				
System Threats					
Executables	Ignore				
Compressed Files					
Encrypted	Ignore				
Unencrypted	Ignore				
Productivity					
Office Documents	Ignore				
Multimedia	Ignore				
Music and Sound	Ignore				
Images	Ignore				
		Status Off Quarantine Redirect Account - none specified - Approved Senders Off Bounce Message ERROR 582 The file attached violates our email policy			

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