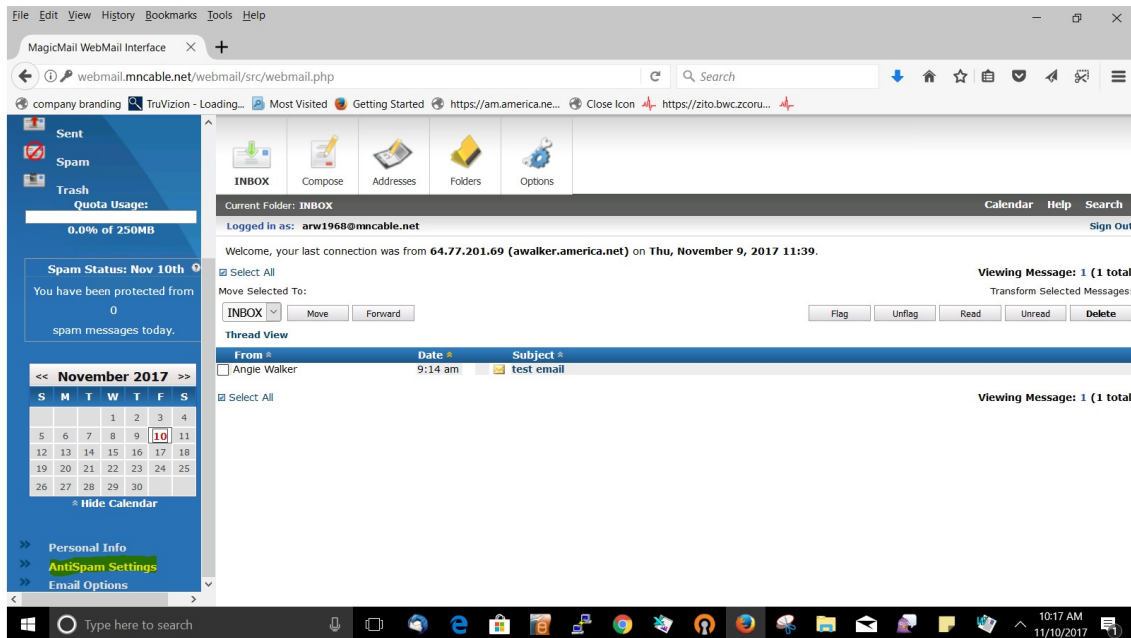


ENABLING THE SPAM FOLDER:

Log into the webmail portal: webmail.mncable.net.

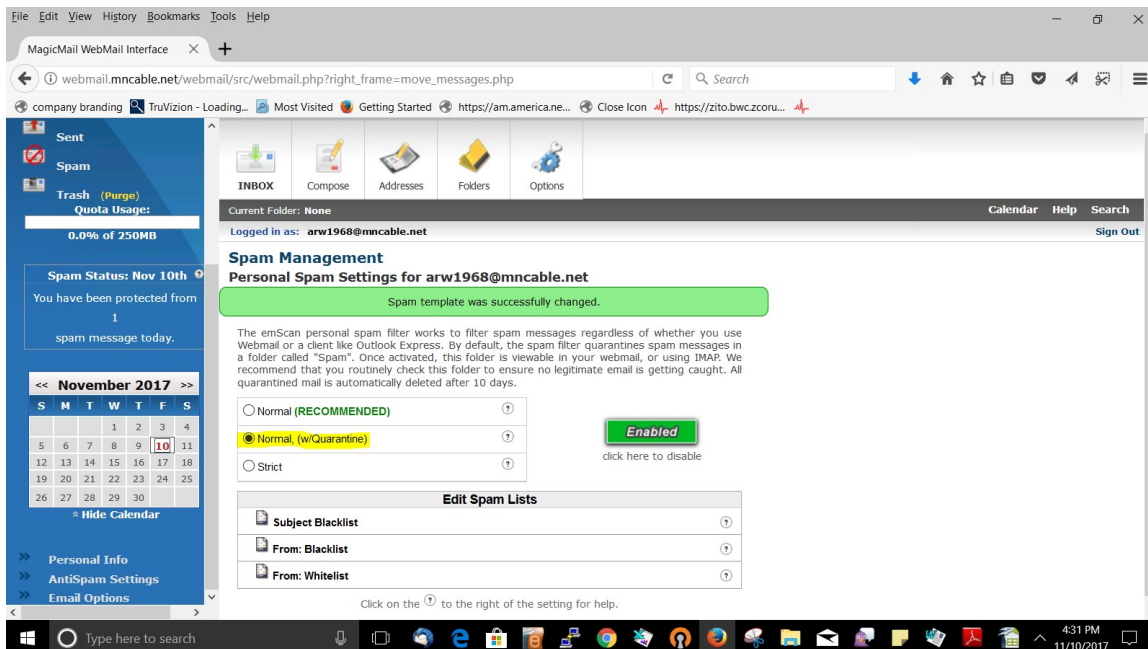
To enable the SPAM folder::

1. Click AntiSpam Settings



2. Click Normal, (w/Quarantine)

You will then see a notice stating: Spam template was successfully changed. Your SPAM folder is now enabled. **Anytime you make any changes in webmail, it may take around 10 minutes before it works.

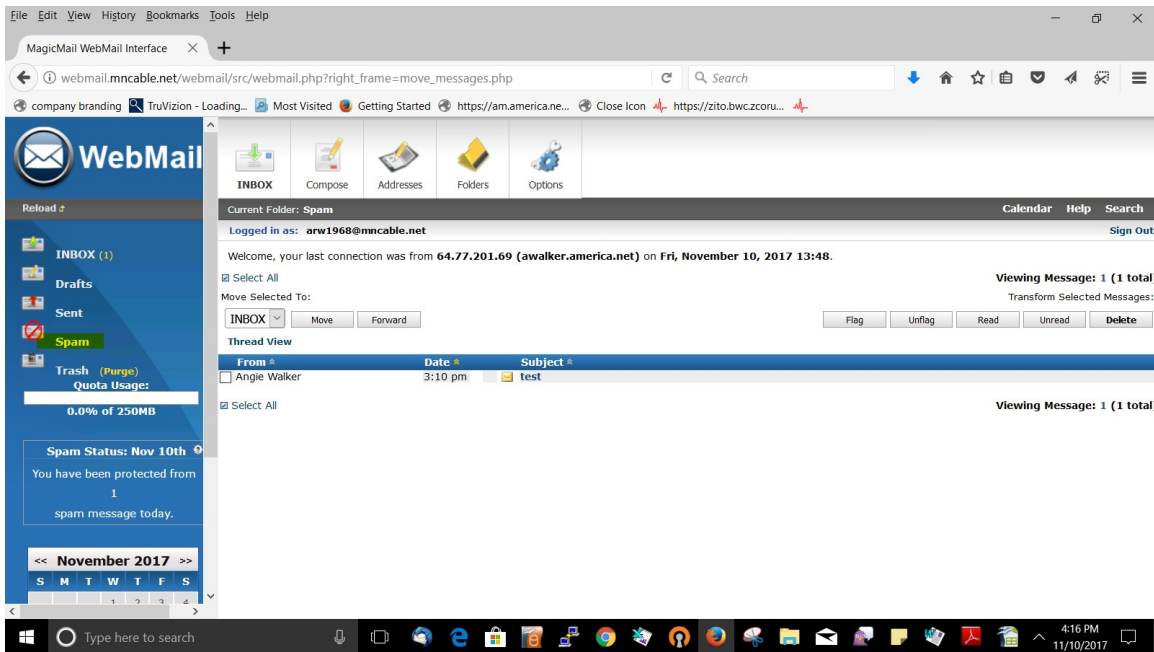


ADDING AN EMAIL ADDRESS TO THE WHITE LIST:

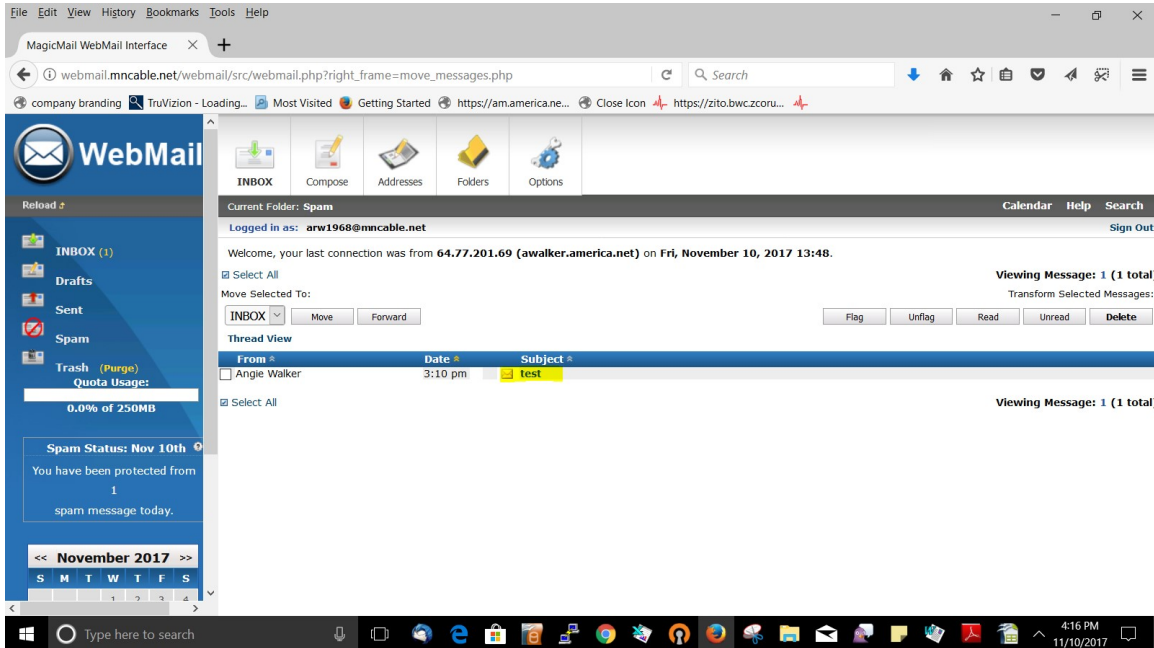
There are two ways to add an email address to the white list.

The 1st way: This is the better way to whitelist an email address.

1. Click on your SPAM folder.

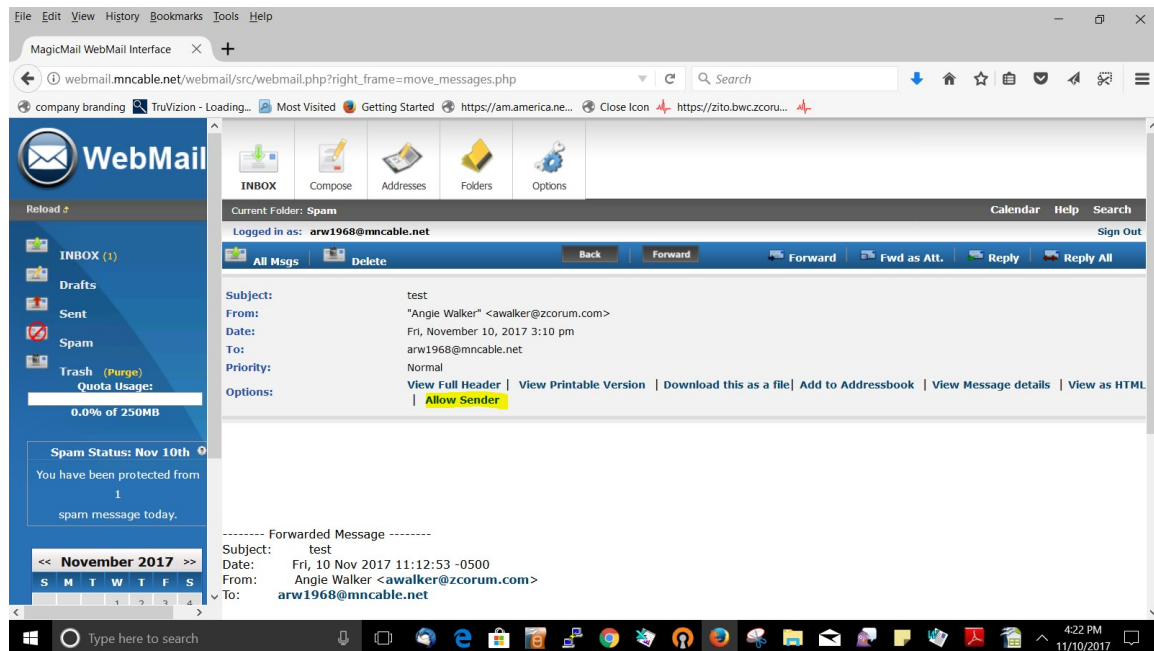


2. Open the email that you want to whitelist.



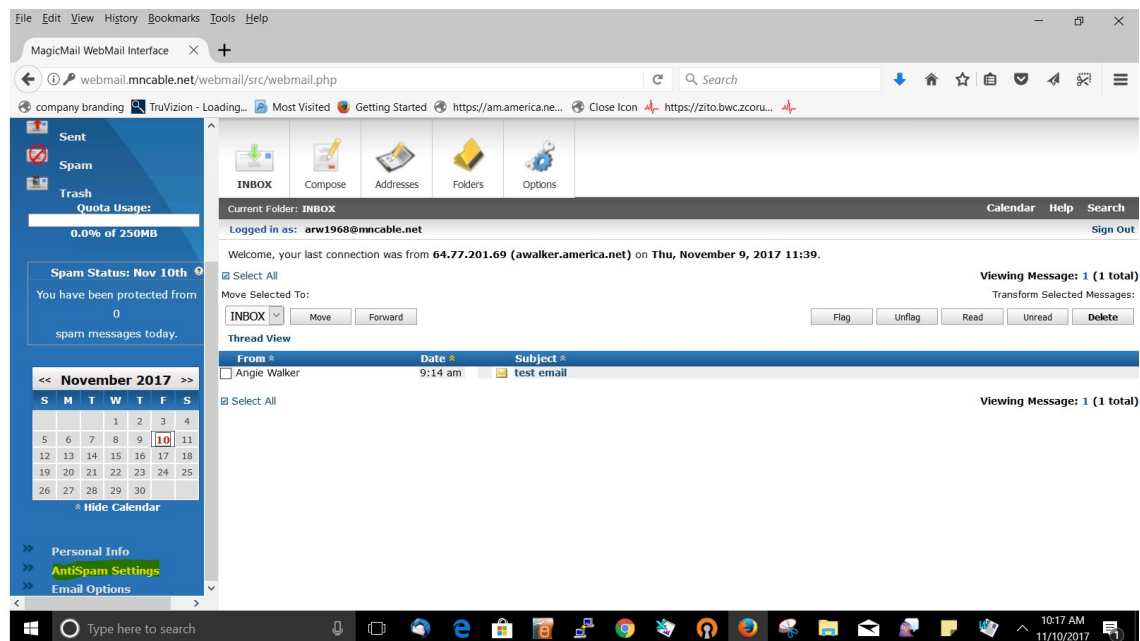
3. Click Allow Sender. Clicking Allow Sender will move the selected email from your SPAM folder to your Inbox and add the email address to your whitelist.

****Anytime you make any changes in webmail, it may take around 10 minutes before it works.**

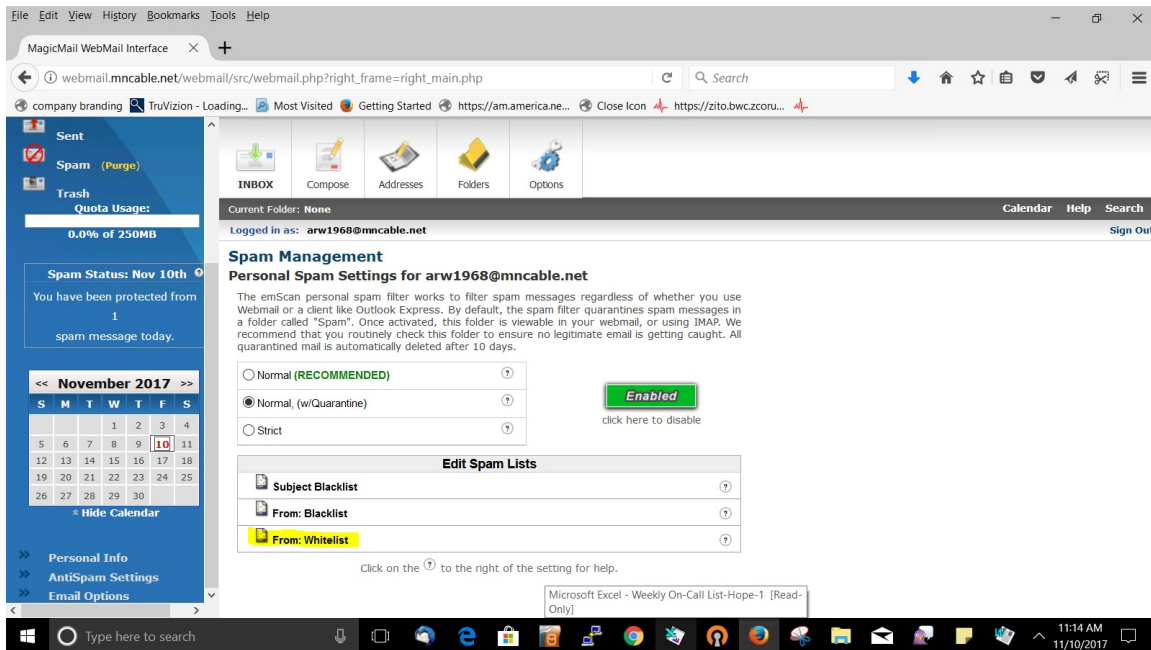


The 2nd way:

1. Click on AntiSpam Settings



2. Click From: Whitelist



3. Enter the full email address that you want to whitelist in the highlighted area and click Add.

****Anytime you make any changes in webmail, it may take around 10 minutes before it works.**

