Quarantine Report

This is the quarantine report that is generated for users if setup. You will only receive this report if there is spam to report. The Report is split into 3 basic sections:

- Click on the Deliver link to have the message sent to your inbox.
- Click on the Whitelist to have the message delivered to your inbox and prevent future emails from the sender from being quarantined.
- Click on the Delete link to have the message permanently removed from your quarantine report.
- If you have questions regarding this report, please contact helpdesk@yourmainstay.com.
- DO NOT WHITELIST WHOLE DOMAINS!

SPAM MESSAGES (4)

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>Subject</th>
<th>Score</th>
<th>Delivered</th>
<th>Whitelisted</th>
<th>Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 15 Feb 17:15</td>
<td><a href="mailto:accountant@destinyusa.com">accountant@destinyusa.com</a></td>
<td>Fw: payment request for invoice</td>
<td>3.51</td>
<td>Deliver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 15 Feb 17:21</td>
<td><a href="mailto:messages@potapievem.com">messages@potapievem.com</a></td>
<td>Walgreens gift card notice</td>
<td>7.95</td>
<td>Deliver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 15 Feb 12:27</td>
<td><a href="mailto:accountant@destinyusa.com">accountant@destinyusa.com</a></td>
<td>Re: Fw: payment request for invoice #103966667</td>
<td>11.18</td>
<td>Deliver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 15 Feb 13:01</td>
<td><a href="mailto:accountant@destinyusa.com">accountant@destinyusa.com</a></td>
<td>Re: Fw: payment request for invoice #67332817</td>
<td>11.98</td>
<td>Deliver</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Deliver this report every: day | weekday | Friday | month | never
- Include the following items in the report: All quarantined items | New items since last report only
- To view your entire quarantine inbox or manage your preferences: Click here
- Send me a new report now containing: All quarantined items | New items since last report only
- To delete all of the messages: Click here
- Messages will be automatically deleted from quarantine after 7 days.

Powered by TitanHQ
Section 1

The Header section is a general explanation of the options available in your spam quarantine report.

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**SPAM QUARANTINE REPORT**

This is your Spam Quarantine Report. SpamTitan caught these spam and/or virus infected messages before they reached your inbox.

User: bob.mann@domain.com  |  Spam 4  |  Viruses 0  |  Attachments 0

- Click on the Deliver link to have the message sent to your inbox.
- Click on the Whitelist to have the message delivered to your inbox and prevent future emails from the sender from being quarantined.
- Click on the Delete link to have the message permanently removed from your quarantine report.
- If you have questions regarding this report, please contact helpdesk@yourmainstay.com.
- DO NOT WHITELIST WHOLE DOMAINS!

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Section 2

This section shows you a list of quarantined emails that have come in. Please note that this will look different depending upon your options specified. Each quarantined email has 3 basic options

1) Deliver
   a. Click on the Deliver link to have the message sent to your inbox

2) Whitelist
   a. Click on the Whitelist to have the message delivered to your inbox and prevent future emails from the sender from being quarantined.

3) Delete
   a. Click on the Delete link to have the message permanently removed from your quarantine report.

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<td>Delete</td>
</tr>
<tr>
<td>Wed 15 Feb 12:27</td>
<td><a href="mailto:accountant@destinyusa.com">accountant@destinyusa.com</a></td>
<td>Re: Fw: payment request for invoice #1036697</td>
<td>11.18</td>
<td>Deliver</td>
<td>Whitelist</td>
<td>Delete</td>
</tr>
<tr>
<td>Wed 15 Feb 13:01</td>
<td><a href="mailto:accountant@destinyusa.com">accountant@destinyusa.com</a></td>
<td>Re: Fw: payment request for invoice #87328617</td>
<td>11.98</td>
<td>Deliver</td>
<td>Whitelist</td>
<td>Delete</td>
</tr>
</tbody>
</table>
Section 3

This section has the different options for your report and your quarantine. Here you can:

1) Change when the report is delivered
   a. Daily
   b. Weekdays Only
   c. Friday Only
   d. Monthly
   e. Never

2) Change what is included in the report
   a. Every email in your quarantine
   b. Only items that have arrived since your last report

3) View your entire quarantine

4) Send a new report
   a. Every email in your quarantine
   b. Only items that have arrived since your last report

5) Clear out your quarantine **THIS IS NOT REVERSIBLE**

6) Please note that quarantine messages are cleared after 7 days
Generating a report manually

The report gives you the option to generate a report manually, it is recommended that you create a favorite to this and create a link on your desktop for it. To do this follow these steps.

STEP 1
In your email click the report link you would like to generate

- Deliver this report every: day | weekday | Friday | month | never
- Include the following items in the report: All quarantined items | New items since last report only
- To view your entire quarantine inbox or manage your preferences: Click here
- Send me a new report now containing: All quarantined items | New items since last report only
- To delete all of the messages: Click here
- Messages will be automatically deleted from quarantine after 7 days.

STEP 2
You will be taken to a web page that looks like this:

![Generate on-demand Quarantine Report](generate_report.png)

This will generate a report instantly if there is anything to report (depending the report selected)
To Create a Link To This Page

Once on this page you can add it to your favorites (Depending your browser) so you can generate a report at any time. You can also create a shortcut to this page on your desktop to do so:

1) While keeping the web browser open, on your desktop (you may have to shrink your web browser) right click on an open space when you do that a pop up menu will appear.
2) Highlight new which will give options
3) Select Shortcut
4) This will start the new shortcut tutorial, now you will need to get the link from your web browser. Maximize or select your web browser again.
5) Click the URL bar
6) If it selects the entire URL automatically right click and select copy (or press CTRL and C to copy). If it does not select the entire link right click in the URL bar and select “Select All” then right click again and select copy (or press CTRL and C to copy)
7) Now minimize the web browser and select the “Create Shortcut” window
8) Right click in the box below “Type the location of the item” and select paste on the window that pops up (or left click the box and press CTRL and V to paste
9) Now click “Next”
10) Change the name of the Short to something familiar and easy to identify such as Generate SPAM report
11) Click Finish

After completing the wizard, the box will go away and you will have an Internet shortcut link that you can double click any time to get a spam report depending on the option you selected in the email to generate a report. You can also create links for both kinds of reports if you’d like for all your quarantined items and only new items.