

## Email Caught In Spam?

You will receive a daily email from our Spam Admin that will display emails we have flagged as a potential risk and did not deliver to your inbox. If you see any emails that should have been allowed, you can follow the instructions below to release them and add the sender to the acceptable sender list.

- To release, simply select "release" within the spam email.
- To add a sender as "acceptable", open internet explorer and launch the spam mail console, login with your network credentials. Site: https://mail01.agiacorp.net/brightmail/

## FAQ:

- 1. To release a quarantined email.
  - a) Login to the console, check the box next to the email and select "release" at the top of the page.
- 2. To allow or block certain senders select the "Bad/Good Senders" options on the left hand navigation and store their full email address in the appropriate list.
- 3. Emails will be automatically deleted from your SPAM quarantine every 14 days.