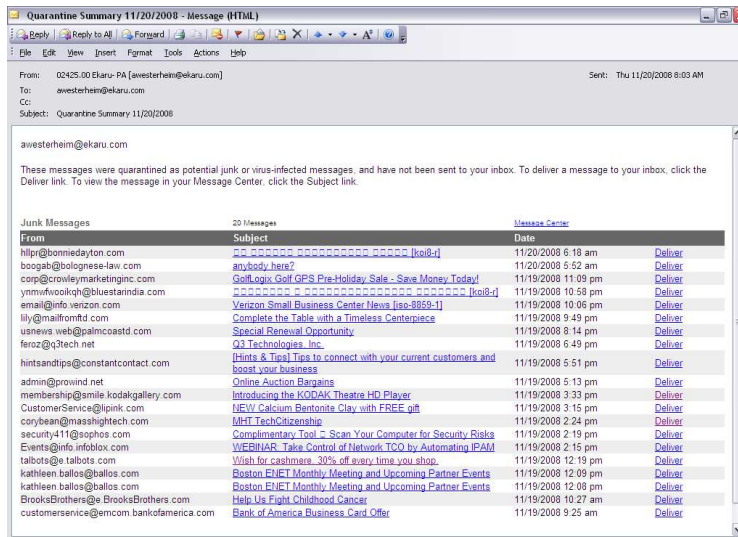


Postini – User Tips:

With Postini email security, your mailbox should be virtually free of all spam. For some sites, this may mean 1000 messages a day that are blocked or quarantined!

Quarantine Summary:

Typically, users will get a Quarantine Summary email daily at 8am (some sites have selected weekly or nightly notifications, so this may vary).



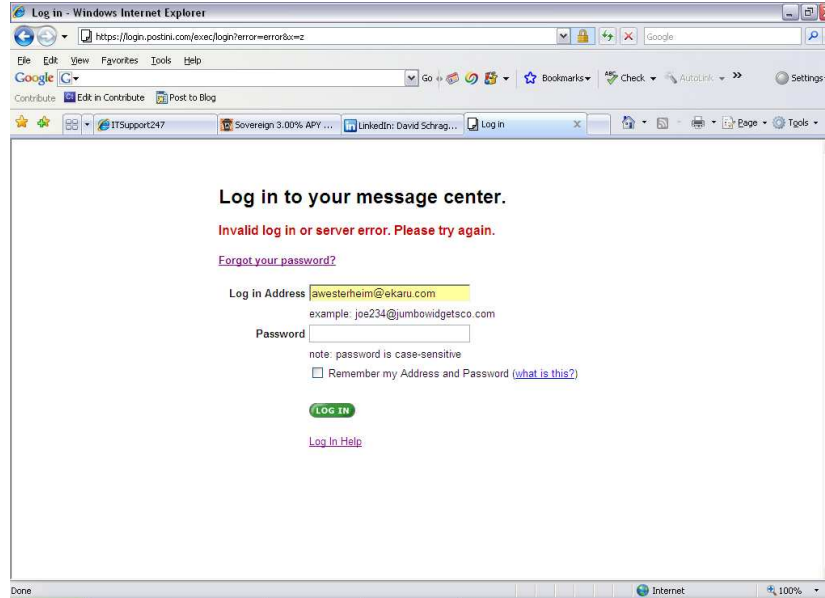
If you see a message in the Quarantine Summary that you want delivered to your inbox, select the “Deliver” link and it will be automatically sent.

Remember that a computer is deciding what is junk or not. It is typical to see items that are obviously spam in your quarantine list because spammers will tend to generate messages to evade rules that computers will detect.

Approving Senders, Blocking Senders, and changing your password:

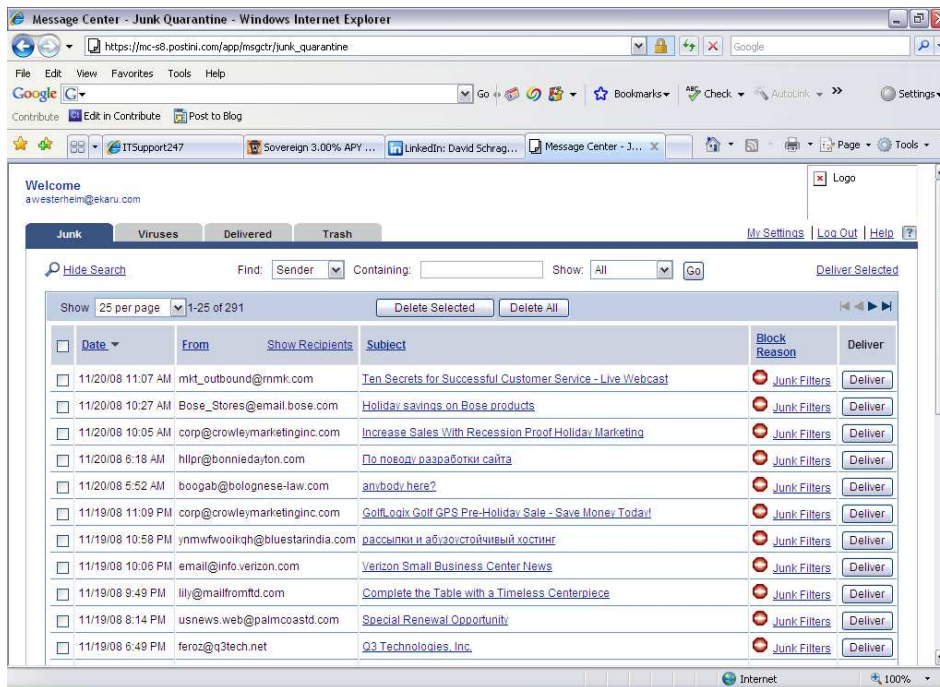
For more options, click on the “Message Center” link just above your list of quarantined messages, on the upper right hand side.

You will be prompted to log in. If you don’t remember your password, just type anything into the password box and you will see the following screen with a link “Forgot your password”



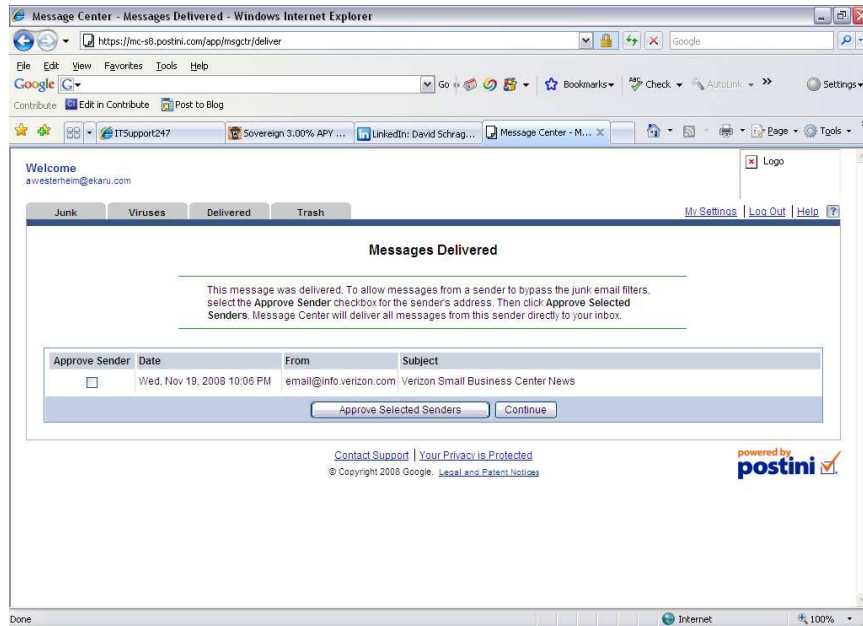
Clicking this link will allow you to have a new, temporary password eMailed to you.

After you successfully log into the Message Center, you will have many more options to manage your mail.

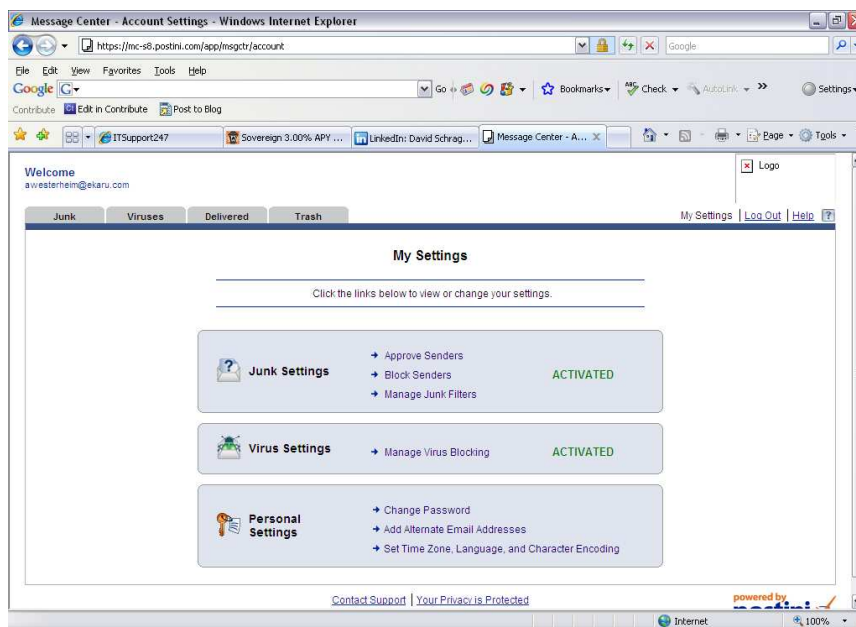


In the message center, if you see a message you want to deliver to your inbox, select "Deliver". At this point, you will have the option to add the sender to your

Approved Senders list, so they won't get blocked again. Just click the box under "Approve Sender" and then press the button "Approve Selected Senders" (if you "Deliver" a message directly from your Quarantine email, you won't have the option to "Approve" them. This action requires logging in).



If you click on the "**My Settings**" link in the upper right hand corner, you will have the ability to change your password and either approve or block senders – as many as you want at a time, so you don't have to add them one by one:



Approve Senders: Click on the “Approve Senders” link in the Junk Settings Box.

This will open a new window where you can type in specific email address you want to Approve, or you can type in a domain name (to approve ALL senders from a given domain).

Block Senders: Follow the same instructions except start with “Block Senders”

Change Password:

On the My Settings Page select “Change Password” from the Personal Settings area:

