barricade**MX***plus*

the barricademx end user interface

documentation for barricademx users

BarricadeMX Plus

The End User Interface

This short document will show you how to use the end user web interface for the BarricadeMX Plus anti-spam and anti- virus software. This is the interface that an ordinary email user would access to adjust their spam filter settings, add white or black list entries and view or release quarantined emails.

Logging In:

This interface is accessed using a Web Browser window. We currently support the latest versions of Internet Explorer on Windows, Safari on Mac OS X and Firefox on Windows, Mac OS X and Linux systems.

To reach the BarricadeMX Plus web user interface you will need to know:
- The Browser link or web address of your BarricadeMX Plus Gateway,
- Your login username, this is typically your email address
- Your Password

Once you have the web address (URL) for the web interface, enter it into you web browser, you should see this screen:

Figure 1. BarricadeMX login screen

To login, simply fill in the Username and Password and then select the login button. **Do Not use the REGISTER button** (if displayed) unless directed by the support desk for your email system

If you don't already have this information, it can typically be obtained by contacting the support desk at your Company or your Internet Service Provider.

Home screen:

Figure 2,.BarricadeMX End User home screen

After you login, you will be on your home page. The very top line of this page will show your Email Statistics for the last 30 days.

Immediately below the statistics are the instructions for using this this page.

By default, only messages that have not been delivered to your mailbox will be displayed when you login. You may change the display to show all messages that are present in the quarantine or all messages that you have received by changing the **Display** drop-down. How the **Message Listings** are displayed is dependent on which setting is selected in the Select Message Display drop down list.
There are four choices

- Quarantined Message not delivered (this is the default view)
- Messages that if classified will help to train the system most effectively
- All Quarantined Messages

Copyright © 2011 FSL. All Rights Reserved.

- All Messages

Messages shown in the Message Listing area will be color-coded according the following color classification system:
- White – Clean Message
- Light Pink – Possible spam
- Dark Pink – Probable Spam
- Orange – Blocked Attachment
- Green – Whitelisted Message
- Black – Blacklisted Message

Each entry line in the Message Listings will contain the Date and time the message was delivered on the left side of the entry. The top line of the entry will contain the **From Address** (sender) and the **To Address** (recipient) and the **Subject** of the Message listed. If the message has been stored, the Subject line will be a link to the screen that will display the message. The number at the far right of the top line is the **Spam Score**.

The lower line of the message entry will have **Options** on how to treat the message and at the far right will be the delivery Status of the message; **Delivered** or **NOT Delivered** (quarantined)

Selecting the check box immediately before an **Option** and then selecting the **Submit button** will result in the following actions:
- **No Action**: No action will be taken.
- **This is NOT Spam**: The sender will be White Listed and, if the message is quarantined, it will be released from quarantine to the original recipient.
- **Whitelist this sender**: The sender will be added to your White List.
- **This is SPAM:** The message will be learned as spam by the Bayesian Filtering system.
- **Blacklist the sender:** The sender will be added to your Blacklist.

As the instructions point out, to release a message from the quarantine and deliver it to your mailbox, you MUST mark the messages as Not Spam (this helps train the filters) or Whitelist this sender, and then select the submit button.

You should only blacklist a sender if you have received multiple messages from the same sender since most e-mail addresses used in spam are forged and not really from the address shown as the sender of the spam.

Click the **submit** button once you have finished categorizing messages and the selected actions will be taken for each marked message. The marked messages will then be hidden from view and the display will then show only any further messages that have yet to be categorized.

Please remember that by default, only messages that have not been delivered to your mailbox will be displayed. You may change the display to show all messages that are present in the quarantine or all messages that you have received by changing the Select Message Display drop-down instructions.

The Search text box will enable you to find and display emails where any part of the Subject or Sender of the email matches the text you enter into the Search box.

For example, if you entered **steve** as the text string, you would find (if they had been received in your email account) and display the following messages in the Message Listing part of the screen.

> Subject: email sent to **Steve** Swaney
> Subject: **Steve**'s vacation plans
> From: **Steve**@swaney.com
> From: **steve**.swaney@fsl.com

Lists (White List and Black List) Screens:
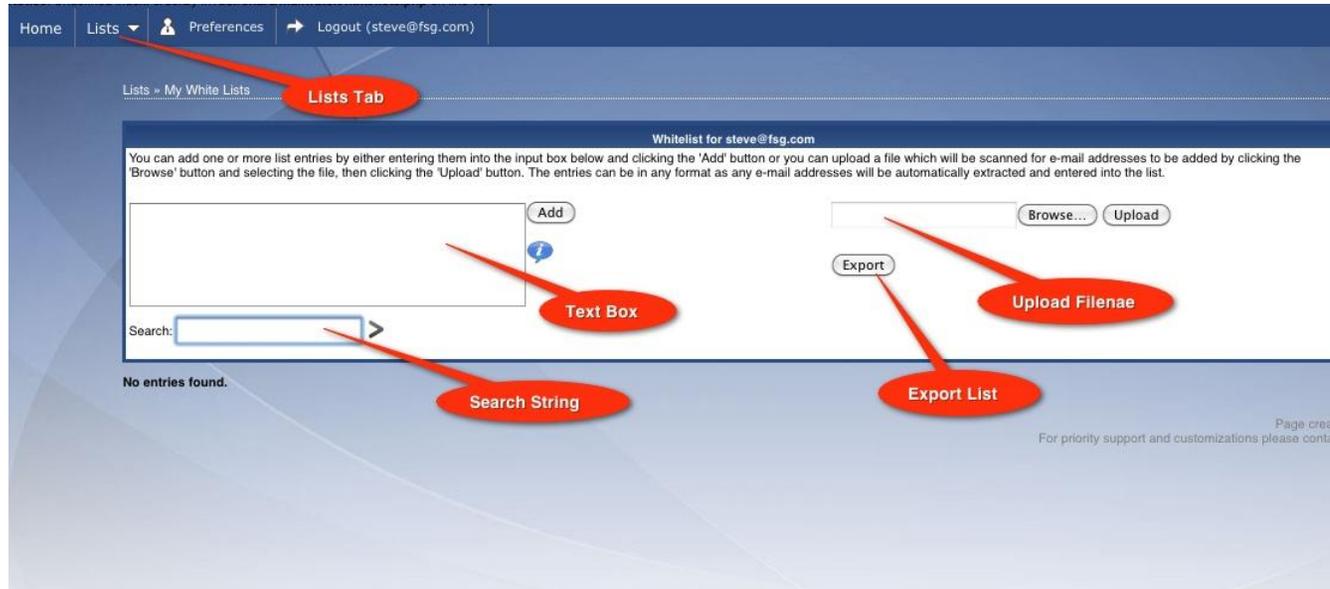
Figure 3. BarricadeMX White / Black List screen

The Lists Tab is used to add or delete sites or addresses to block (Black List) or to allow (White List) through the gateway without spam checks. All emails are always checked for viruses, dangerous content, attachment filenames and attachment file types. Messages that contain probable dangers or viruses are quarantined and only your support desk can release them. Typically, if a message is quarantined, either you or the sender of the message will receive an email with information on who to contact to correct the problem and release the message.

The procedures and formats for adding entries to your white or black list are the same so we'll only look at adding some typical White List entries.

Adding an entry is as simple as entering the address or an expression to match, and then block, in the Text Box on the page. Moving your mouse over the blue information icon will show the allowable formats for adding a White or Black list entry. After entering your List, select the **Add** button to update your configuration.

You can also upload a list of black or white list entries that you have created as a text file on your local computer. The format for the text file is one entry per line formatted exactly as you would enter them into the Text Box. You can use the **Browse** button to select the file from your local computer and then use the **Upload** button to add the files contents to your White or Black List.

The Search String text box will enable you to find and display existing white or black list entries where any part of the listing matches the text you enter into the Search box. After entering the text to search for, select the **Enter** key to start the search.

You can use the Export List button to download a text file containing all of the entries in your white or black list to your local computer.

Preferences

The Preferences tab is used to:
- Change your password
- Disable Spam Checks
- Change Spam Classification scores.

Please note that the items you are able to modify on the Preferences screen will vary depending on how your Company Email filtering Service or Internet Service Provider has provisioned and configured your account.

Typically your username will be per-set as your full email address and you will not be able to change it.

If your password is checked against the account password on your mail hub or Exchange server, you will not be able to change your Password using this screen.
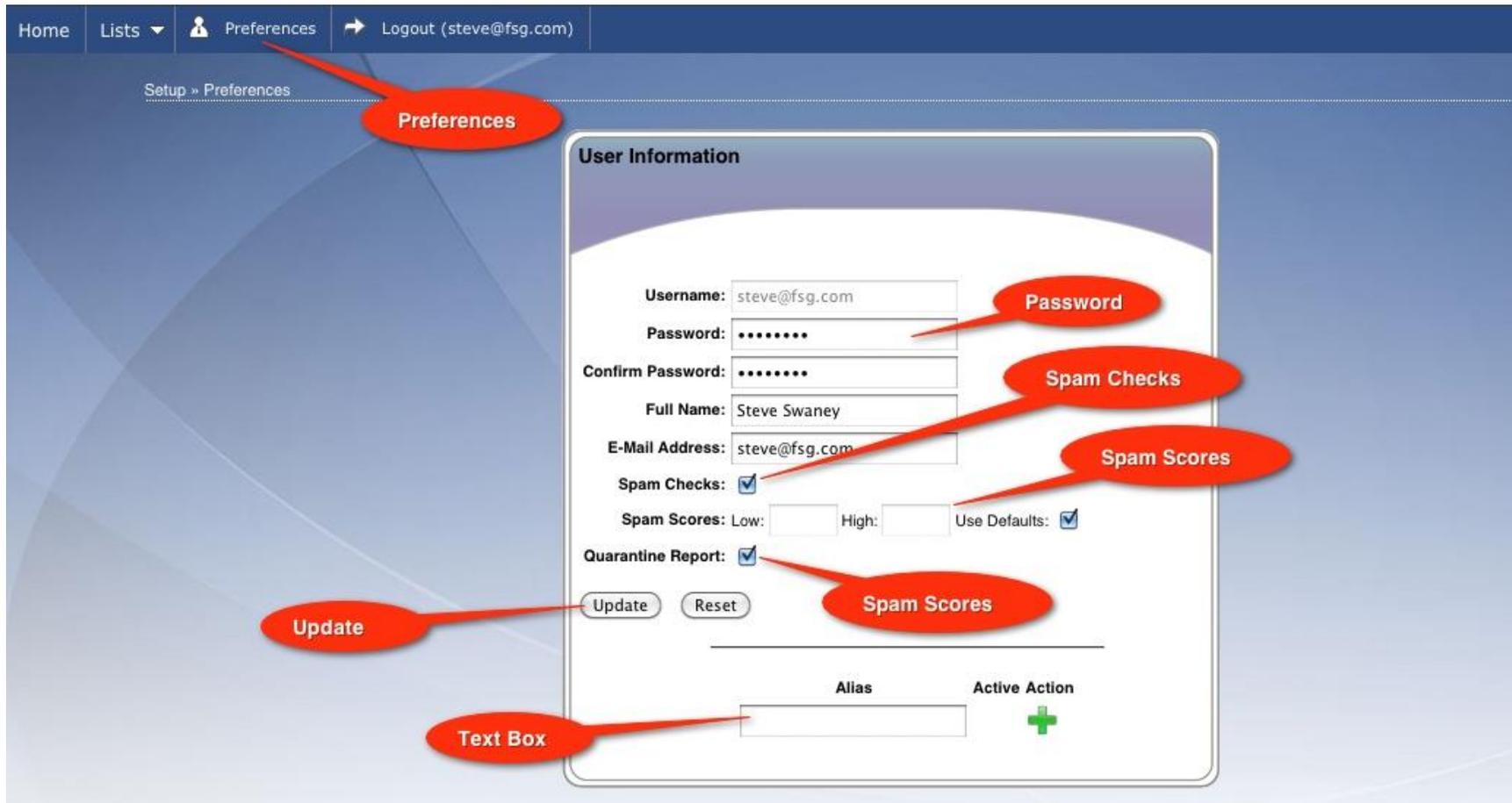
Figure 4. BarricadeMX User Preferences screen

Spam Checks are typically turned on by Default but may be disabled by removing the check in the Spam Checks tick box. Disabling Spam Checks will prevent most, but NOT ALL, message scanning checks from being applied to your email messages. For the protection of the Mail Hub and computers connected to it, the BarricadeMX Plus system administrator will typically require that virus checks, checks for dangerous attachments and checks for dangerous or malicious code ALWAYS be applied against ALL incoming messages. You will need to contact the support desk for your email system if you are experiencing problem with legitimate email being blocked.

The Spam Scores that are used to classify your emails are typically specified by using the System's **Defaults** as shown in the screen shot above. Normally these DO **NOT NORMALLY NEED TO BE CHANGED**. Please contact the support desk for your email system if you feel that the Default needs to be changed for your email scanning.

Logout

To finish using the Web interface and return to the login screen, simply select the Logout tab at the left of the Top Menu on the screen.

Additional Support

For additional support please contact the support desk at your Company, your Internet Service Provider or Email Services Provider.