



Everyone wants an inbox free of spam - but keeping junk out, without halting the transmission of legitimate mail can be a real challenge.

To ensure that legitimate e-mail reaches you, without compromising on anti-spam effectiveness, Lightspeed Systems has developed the Spam Email Summary.

The Lightspeed Systems Email Summary gives you access to the emails that have been blocked from your inbox because they have been categorized as spam. This system allows you to choose on a per-email basis which messages you would like to forward to your inbox and which emails are from legitimate senders that should be permanently allowed into your inbox.

### How it Works

Every morning, if you have received emails deemed as spam, you will receive a spam summary report email. This report represents a summary of the spam that was rejected from your inbox on the previous day. This document will give the user a personal accounting of spam that was being directed at them along with the ability to redirect any spam-categorized items to your inbox and, if desired, whitelist the senders so the email will be delivered straight to your inbox permanently.

Here is an example of the spam summary email that you will receive:



Dear webmaster@vcschools.com, this is your daily spam email summary from Total Traffic Control.

You received 4 spam, 0 virus infected, and 4 good messages yesterday.

If we let a spam message come through to you by mistake, you can forward it to spam@lightspeedsystems.com to block it in the future.

- Click on the Forward link to have a message delivered to your mailbox.
- Click on the Whitelist link to have a message delivered to your mailbox and whitelist the sender so that his/her messages will no longer be categorized as spam.

Spam messages received yesterday:

Date	From	Subject	Actions
12-10-2005	Mail Delivery Subsystem <MAILER-DAEMON@flmx05.mgw.rr.com>	Returned mail: see transcript for details	<a href="#">Forward</a>   <a href="#">Whitelist</a>
12-10-2005	sotck5rocks1@stockers.com	Creative _Breakthrough, _Inc.	<a href="#">Forward</a>   <a href="#">Whitelist</a>
12-10-2005	sotckrock8s1@stockers.com	CMC _F0rex	<a href="#">Forward</a>   <a href="#">Whitelist</a>
12-10-2005	administrator@coopersteel.com	Symantec AVF detected that you sent a message with an unscannable attachment (SYM:00622784073155091872)	<a href="#">Forward</a>   <a href="#">Whitelist</a>

To view the last full week of spam received [click here](#).

The message that you receive lists the spam items with identifying header information, including sender address, date, and corresponding subject field data. At this point you can review the emails that were categorized as spam and choose an option to either forward it to your inbox or whitelist the sender. If you choose to forward the message, it will be sent to your inbox and the sender will remain categorized as spam. If you choose to whitelist the sender, any emails you receive from them in the future will be delivered directly to your inbox.

The forward option is useful if you suspect that an email might be legitimate and was incorrectly categorized, but you are unsure if you would like to have the sender of that message unblocked so future emails are delivered to your inbox. After evaluating the message, you can return to the spam summary report and whitelist the sender if desired. The whitelist option can also be used directly and will add the sending address to your personal whitelist.

### **Other Tips**

If you do receive any emails in your inbox that should be categorized as spam you should forward the email message to [spam@lightspeedsystems.com](mailto:spam@lightspeedsystems.com).

You will only receive a spam summary email if you have received spam emails in the previous 24 hour period.

If you suspect that you have not received a legitimate email and cannot wait until the next morning's summary email, you can view all of the current days spam along with any received in the last 7 days. To do this, click on the link at the bottom of a previous days email summary to access the spam mail summary website. When you first visit this site you will need to click on the "Change Password" link to set up a password so you can access the spam summary from any computer on the internet by going to <http://www.wcschools.com/spam>

Any questions regarding this procedure can be directed to [ttc@wcschools.com](mailto:ttc@wcschools.com)  
A full visual tutorial can be found on the website or going to the following link:

<http://www.wcschools.com/Support/tutorials/spamsummary.htm>

Thank you for your time

Technology Department