

Using MailCleaner

Premier Systems Unlimited Inc
This Presentation is to help you
learn and understand how to use
“Mailcleaner” to its potential.

First time login to Mailcleaner

- Open your browser and point it to
<http://mailcleaner.plains.net>
- Login using your username only and select the domain you belong to.
- Click Submit.

Adding your address

- Once logged in, click on the Parameters button on the screen.
- If you do NOT see your email address listed in the box under user settings. Please click the plus sign and add it.
- Wait a few minutes and check your email. Once the confirmation email arrives, click the link in the email to activate web access to your account. Now close your browser and reopen it. Then login to “mailcleaner” once more.

Setting your Options.

- Mailcleaner has many nice features. Some of these are the options you get under parameters.
- “Action on Spam” you have three options although we do not recommend the “drop option” However “quarantine” will store your spam on the server for you. Or you can “tag” the mail and it will be delivered to your mailbox with the Subject noting {Spam?} * this is changeable under Custom spam tag.
- “Summary Frequency” Many like this option set to daily however you can change the rate of which quarantine summary mails are sent to you.
- “edit white list” Use this option to add vital address's you do not wish to be scanned. I.E they bypass the filtering system. * Please be careful with this option
- Be sure to click “submit” once your changes are made.

SPAM vs REAL

- Click on the “quarantine” button at the top of the page.
- You will now notice that your mail that has been filtered is now shown in the main window.
- If you do find an email that should not have been filtered simply click the green arrow on the right. This option forces the mail through the system to your actual mailbox.
- If you find a questionable email you can click on the “i” to safely view the mail's details.
- And lastly for any mail you wish to get analyzed being spam or not. You can click the yellow “caution sign”.

Problems and Support.

- “Mailcleaner” Being a “Plains.Net” product is as always fully supported by the Plains.Net staff. We do ask that email support be used at all possible for the “Mailcleaner” product.

To Email support please send to noc@plains.net.

To Call please use : 970-848-0475