BU-ANTI-SPAM USER GUIDE

The BUAntiSpam system detects the SPAM e-mails first and stores them in quarantine, and sends each user's spam mail report as an e-mail with the title **Spammail Report** at one hour intervals. The spam e-mails from previous hours are also included in the hourly report e-mail.

If the user thinks that the quarantined mail is harmless, s/he can release or permanently delete the desired e-mail from the menus. A sample report e-mail is shown below.

Spammail Report E-mail Sample

To release the quarantined mail, you can click on the envelope icon in the "Web Action" section of the e-mail. After a while, the corresponding e-mail will be sent to your mailbox. The e-mails you release will be added to your safe list, and then the e-mails from these people will arrive in your mailbox without being filtered by the Antispam system.

You can click on the trash can icon to delete the quarantined mail. Deleted e-mail addresses will be added to your blacklist. E-mail addresses added to your blacklist will be automatically deleted.

If you want to make changes to your Black/White list, you can make the necessary changes from the web interface by following the instructions below.

BU-ANTI-SPAM USER GUIDE

Note: The spam filtering process uses the deep scanning method for incoming e-mails and the basic scanning method for e-mails sent outside of the organization. Since there might be some minor errors in such systems, the Spammail Report should be carefully analyzed for e-mails that are quarantined although they are not SPAM. You should be careful in any case by keeping in mind that a malicious SPAM e-mail may arrive in your mailbox without being quarantined.

It is also possible to access the quarantine mails and perform the operations described above, by logging into the BUAntiSpam web interface. To login to the BUAntiSpam;

- From your web browser, visit https://antispam.boun.edu.tr/.
- Log in with your e-mail address and password from the that login page.
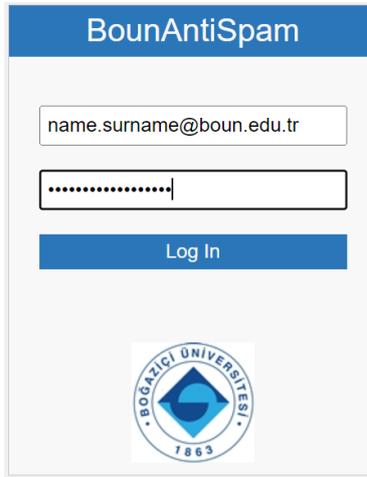

## How to Allow Quarantined Email to Release to Your Inbox?

- If you think an e-mail that is quarantined in the spam list is a reliable e-mail, you can select it by checking it from the box on the left and then clicking on the lock icon that is shown, so that the e-mail is sent to your mailbox.
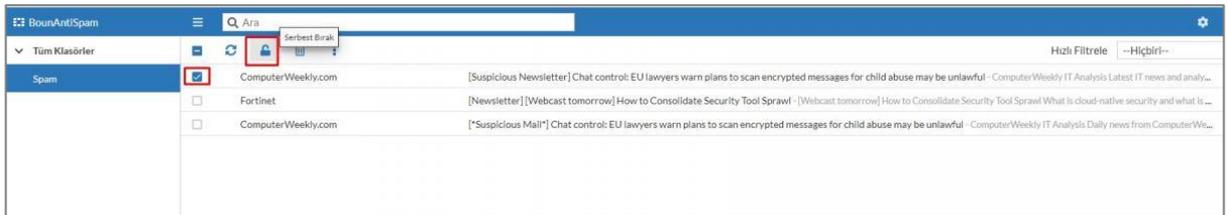
- If you want, you can add the selected e-mail to your Safe or Black List by clicking on the three-dot icon as shown in the image and using the options in the window that opened.
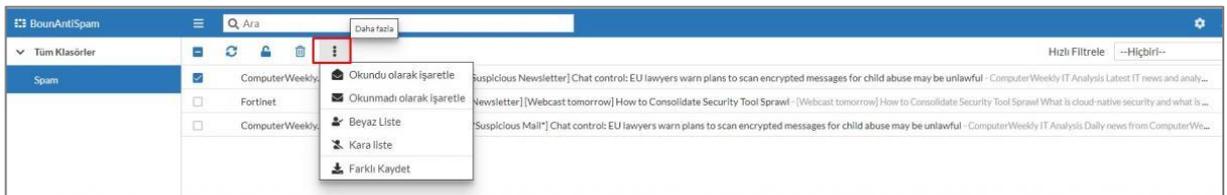
- You can take some actions for your emails using the search field. To do this, first search for the phrase related to your email from the search field. Then, you can select the emails by checking them from the boxes on the left and clicking on the lock icon to allow them to release to your mailbox. And by clicking on the three-dot icon, you can perform various operations such as adding them to the black/white list, saving as, etc..
- You can perform bulk operations such as release, deletion, etc. by selecting uppermost box on the top of the emails as shown below.
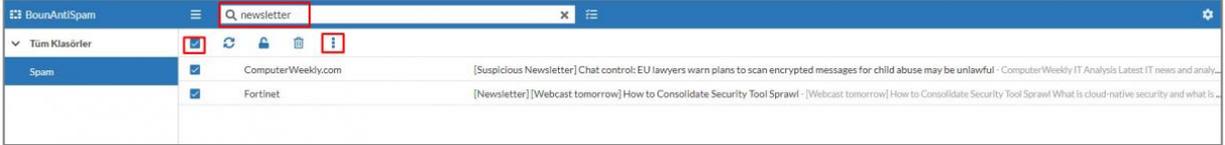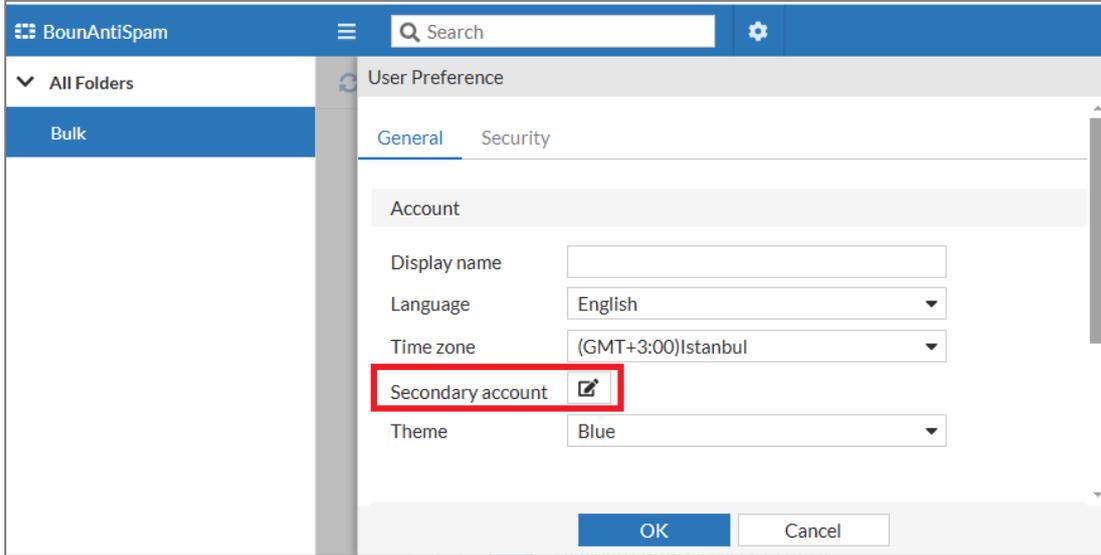

Spammail / Quarantine Report

- If you do not want the spammail report to be automatically sent to your inbox, you can disable the "Receive quarantine report" setting.
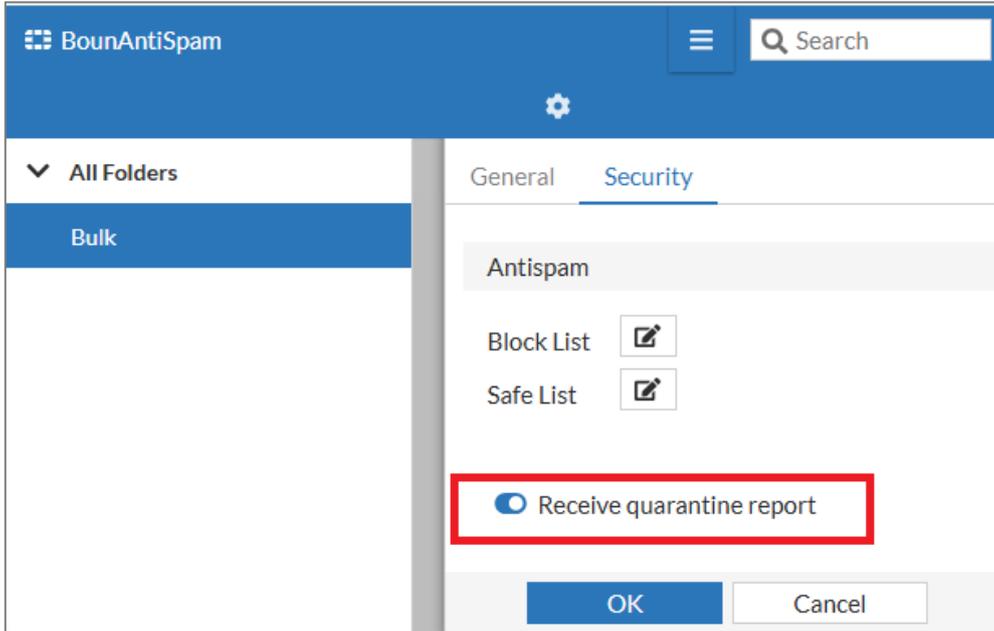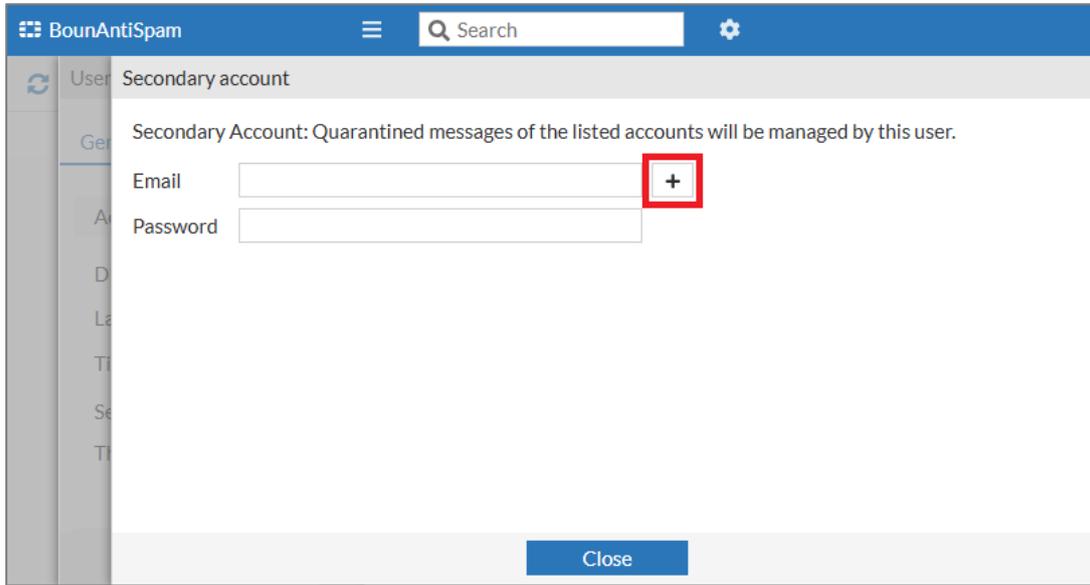
How to Add a Secondary Account?

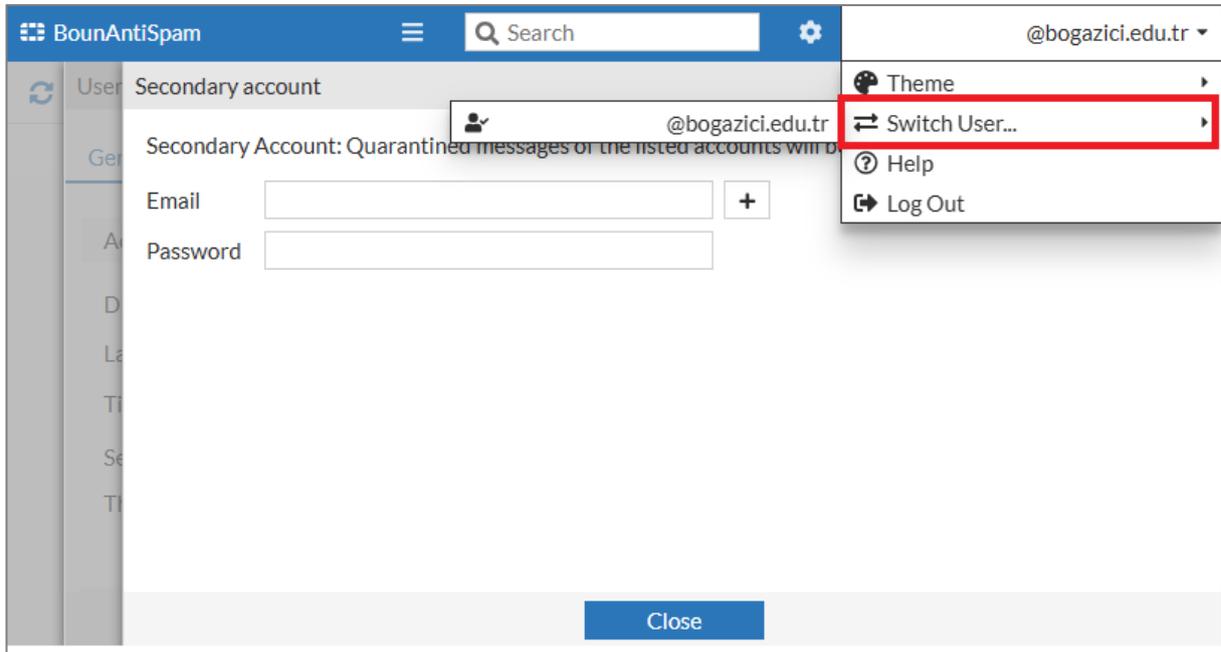- You can also add a different account from the "Secondary account" field and manage spam emails as follows.

- After entering the account details, add the new account by clicking on the plus sign button.

- You can then switch to that account by clicking **Switch User** option.

How to Create and Edit a Safe/Block List?

- After logging in to https://spamgw.boun.edu.tr, click on the settings icon shown with a red box on below screenshot.
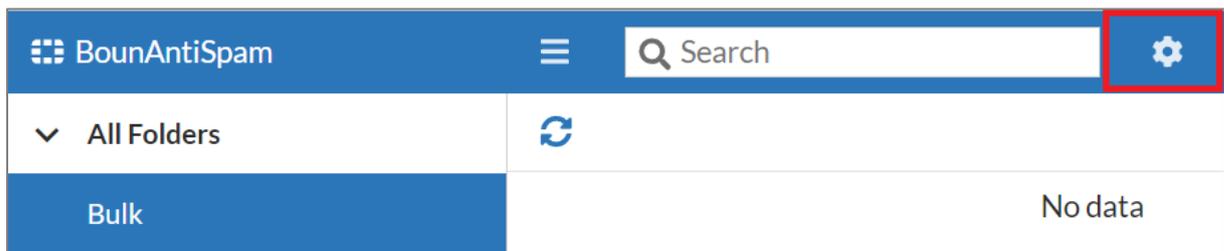

- You can manage your e-mail lists by selecting the "Security" tab and then clicking on the edit icon of White/Black list.

- Email addresses added to the Safe List can send you e-mails without being quarantined.
  Email addresses added to the Block List are automatically blocked. No action is taken for the BOUN e-mail addresses added to these lists.
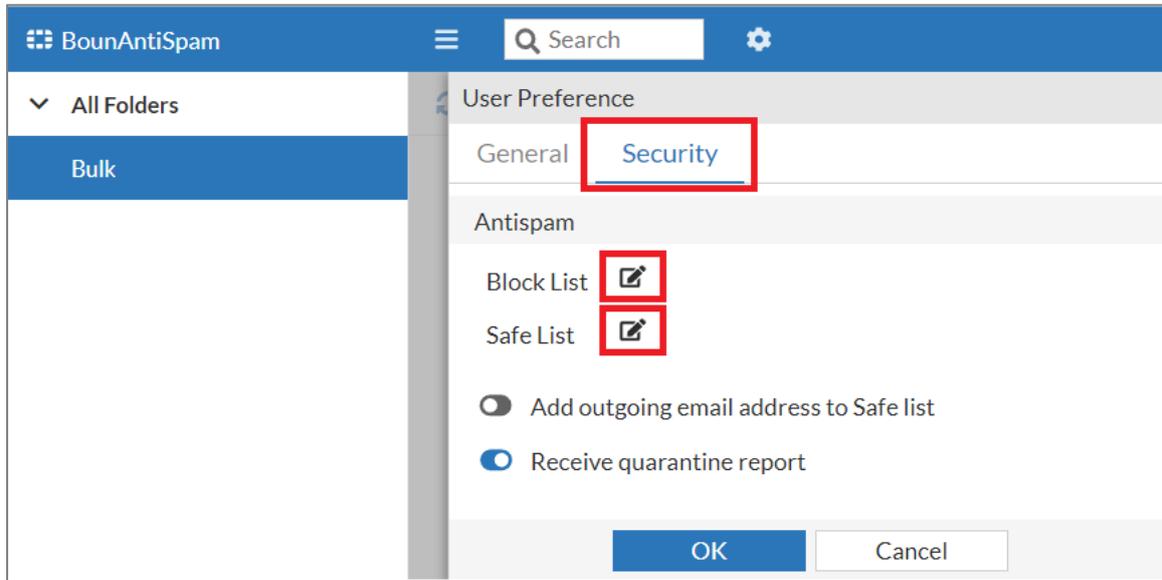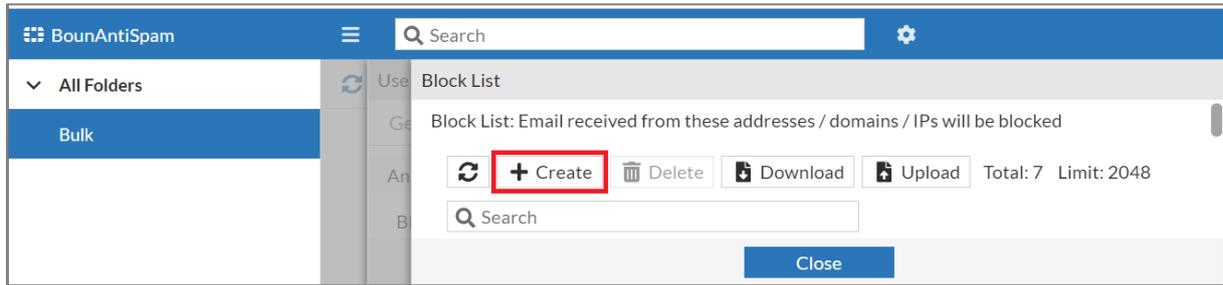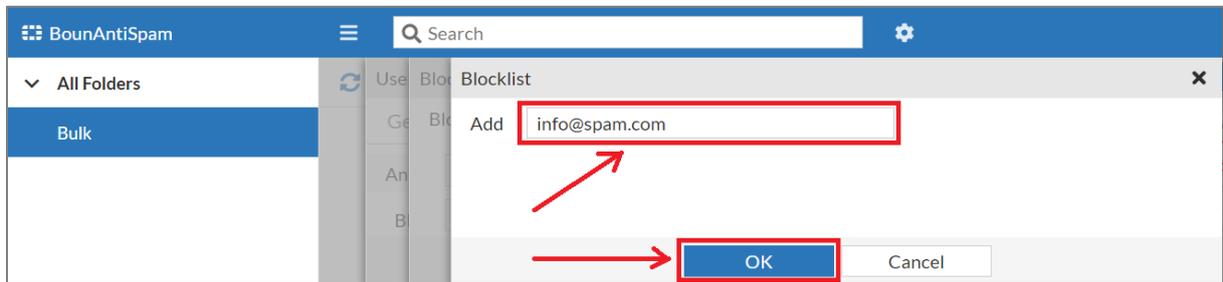
Editing Block List

- To edit your black list, click on the Security tab as shown below and then click on the edit icon next to the Block list text as shown below screenshot marked with a red box.
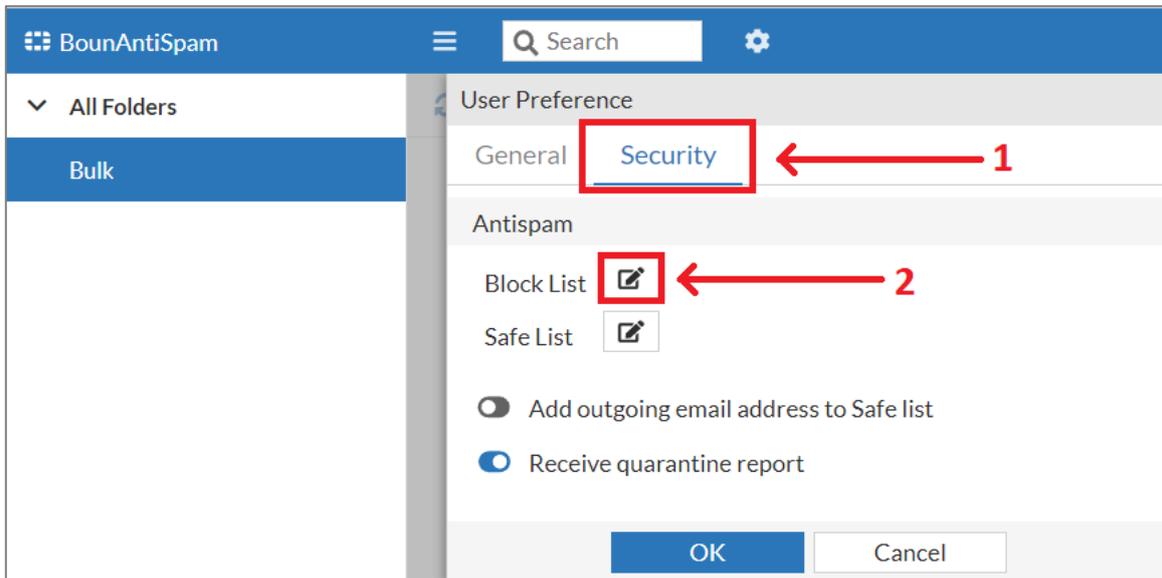
- Click on the Create button on the next screen.

- In the opened popup window, enter the e-mail address you want to block in the field indicated by the arrow below and then click the OK button.

- To remove an e-mail address from the blocked list, go to the "Block List" section, tick the checkbox next to the e-mail address indicated by the arrow number 1 and then click the Delete button.
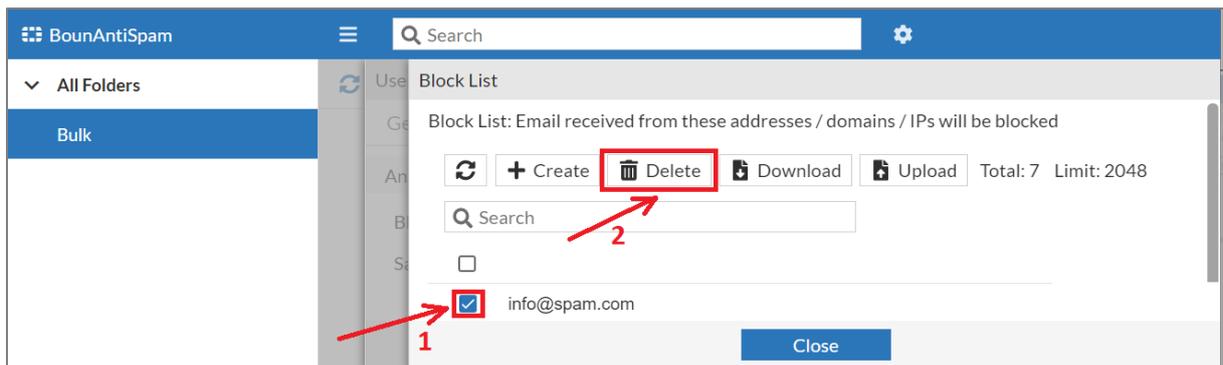

- In order to complete the process, click on the "Delete" button on the warning message that appears on the screen.
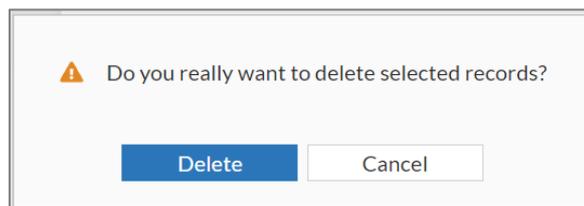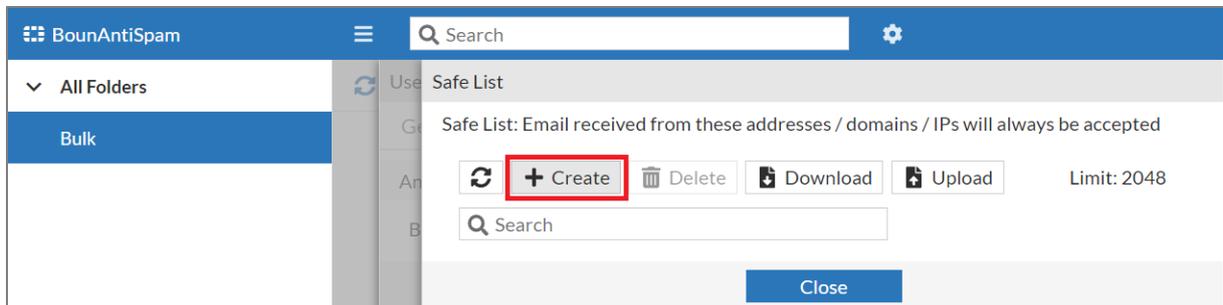
Editing Safe List

- You can add an e-mail address you trust to your White List so that they can send e-mails without being filtered by SPAM lists.
- To add an e-mail address to the White List, click on the Security tab and then click on the edit icon next to the White list text as shown below screenshot marked with a red box.
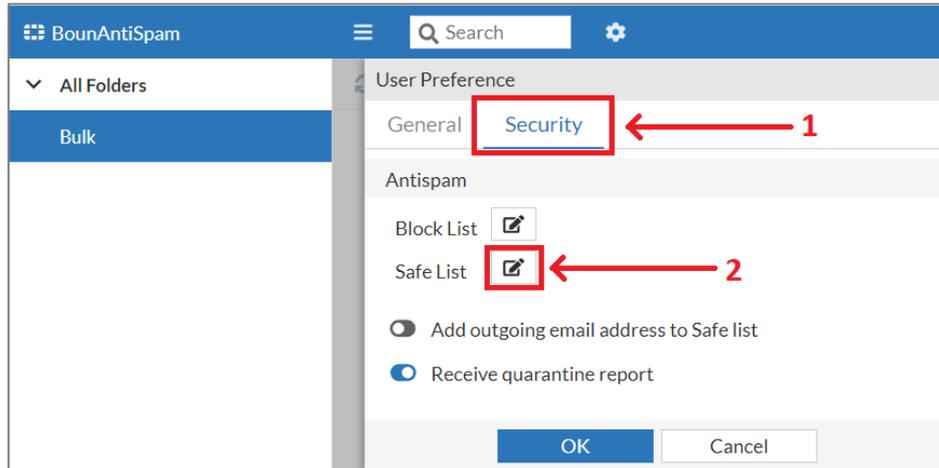
- Click the on Create button on the Safe List screen.

- Enter the e-mail address you want to add to the Safe List in the field on the newly opened popup window and then click on the "OK" button.

INFORMATION TECHNOLOGIES DEPARTMENT, 22.11.2024

BU-ANTI-SPAM USER GUIDE
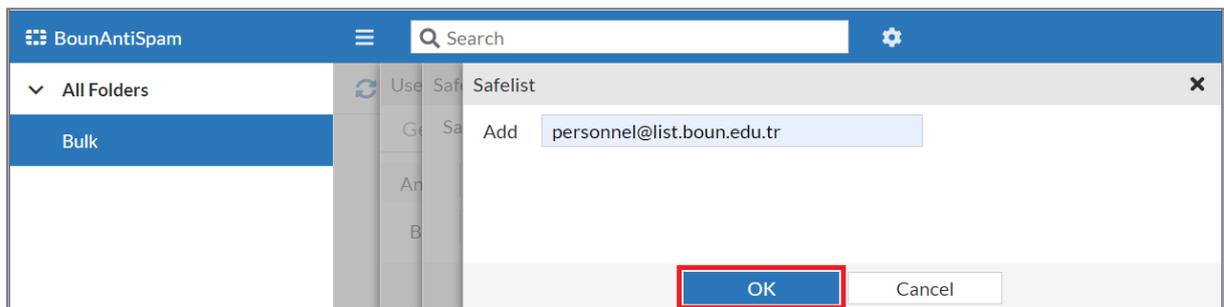
Changing User Interface to Turkish Language

- Click on the settings icon on top right of the page as shown with a red box on below screenshot.
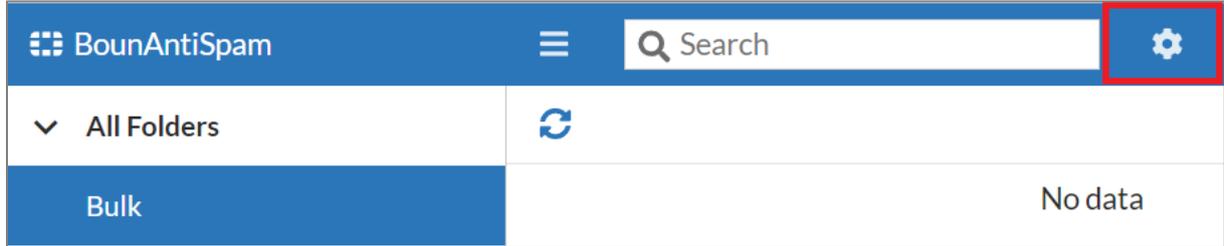
- On the next screen, select Turkish from the Language tab and click the OK button to change the language.