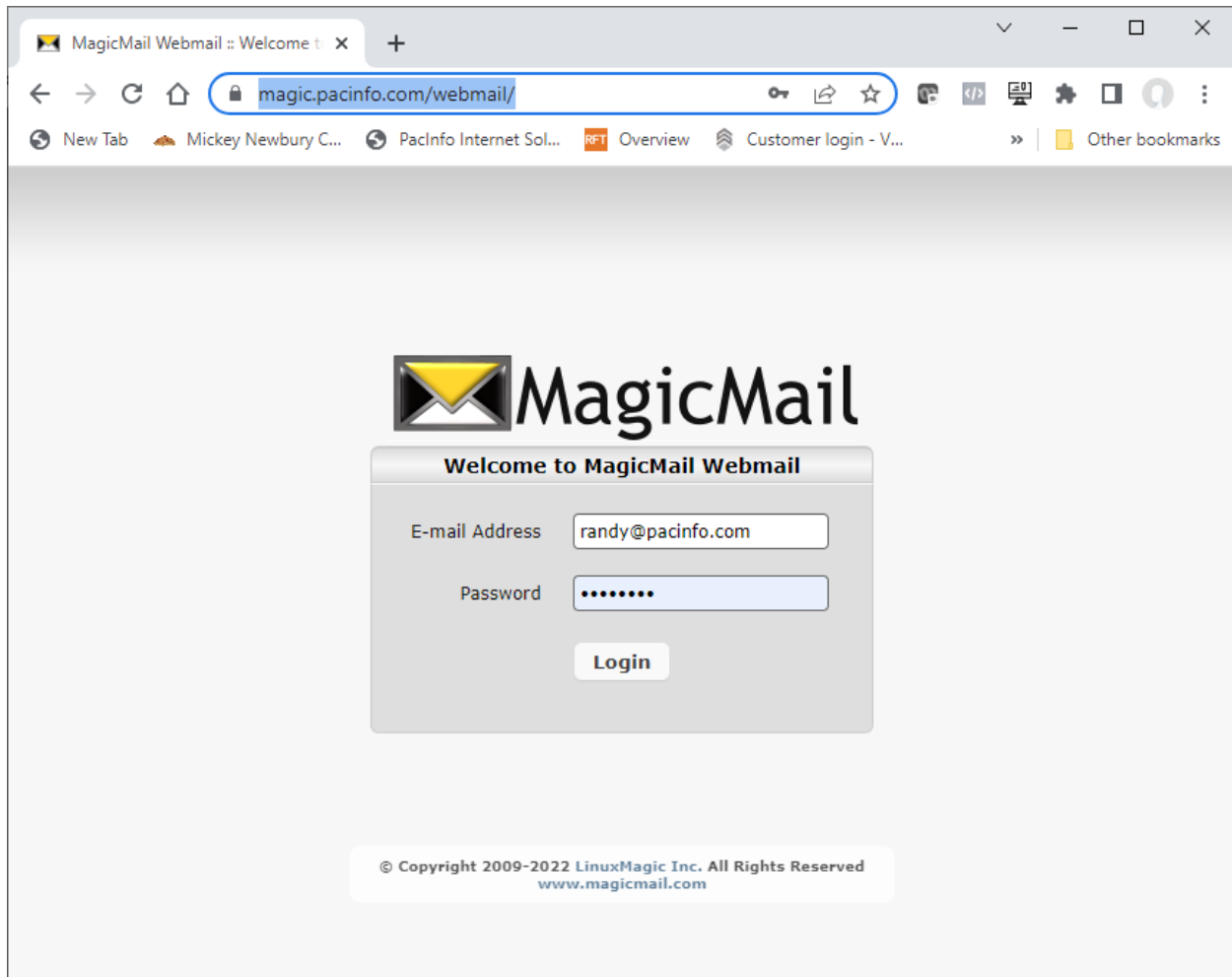


How to login to webmail.

First, where is it? In a web browser like Chrome, Edge or Firefox, you can type in on the address bar

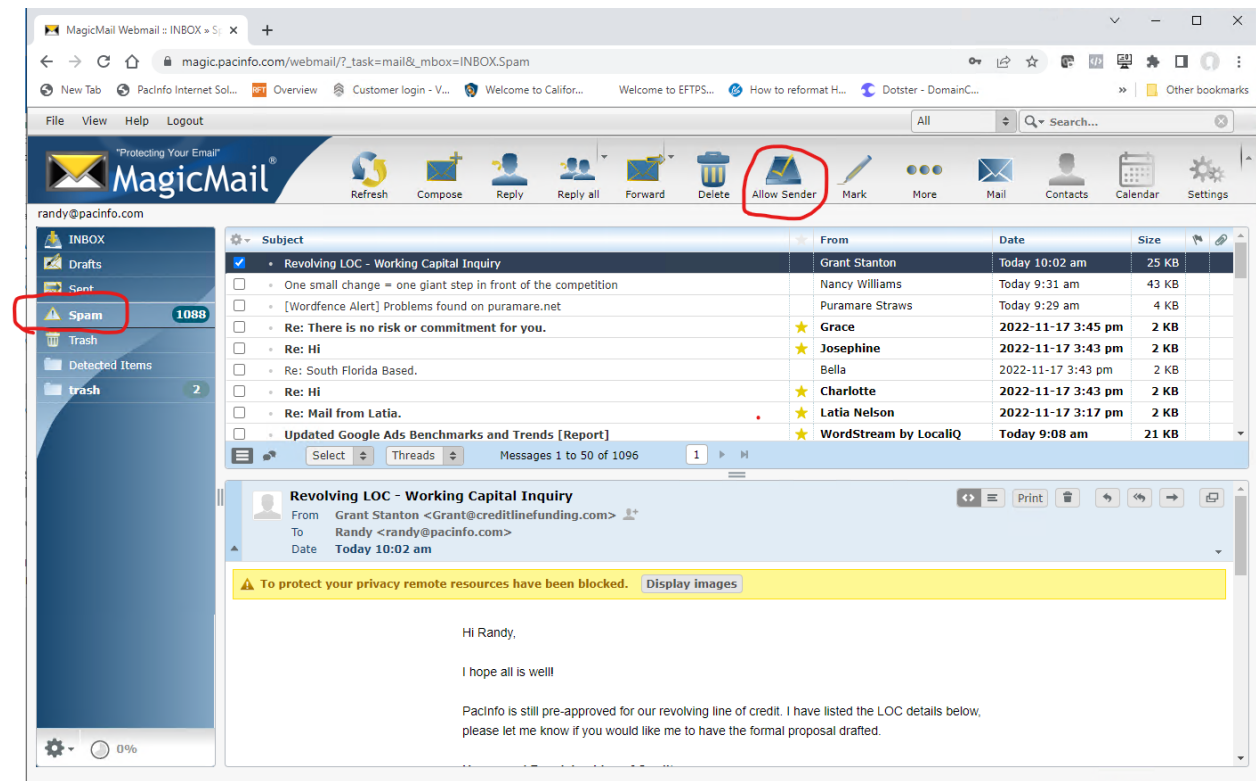
**magic.pacinfo.com/webmail** to get to the login screen. You can type other server names like **mail.willamette.net/webmail** or **mail.pacinfo.com/webmail**, but it redirects you to the magicmail address.

Then enter your email address and password.



Once you are logged in you will see a screen similar to the one below. When you want to check your spam folder on the server, just click on the Spam folder on the left side.

When you find a message you want, click on the message to select or highlight it and then click the “Allow Sender” button at the top. That will add the sender to your whitelist, and also, move all the sender’s messages that are in the spam folder to the Inbox.



## Blacklisting a sender

When you see an email in your inbox that you don't want to get, then select the email, and on the tool bar there is a "Block Sender" button. Clicking that button, will add the sender to your blacklist, and move all their messages that are in the inbox into the spam folder.

Note: This is not that effective for regular spam, because the from address is 99% forged and the next spam email they send won't come from that address. If it is a regular real sender, then it works great. If it is a real business, then it is just as well to click the unsubscribe link at the bottom of the message. Don't use the unsubscribe unless you know the company or association actually exists, since if it came from a real spammer, the unsubscribe is just a way to verify they have a good email for you.

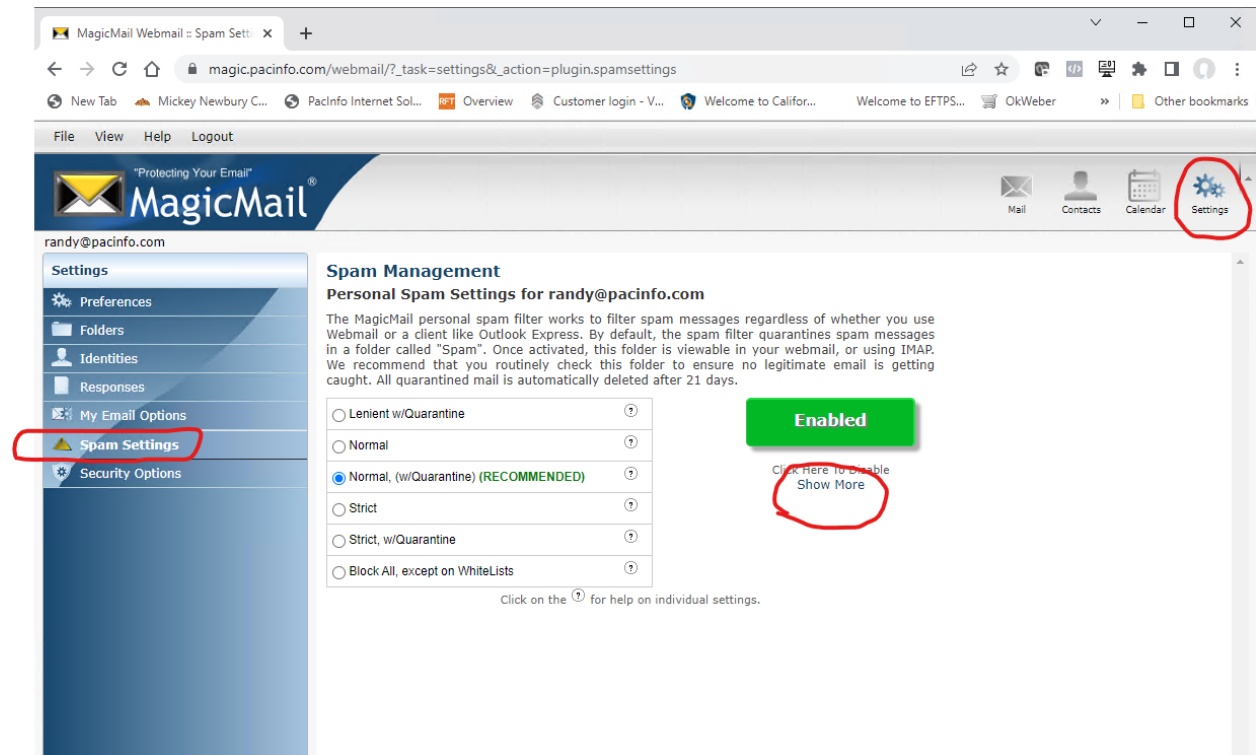
The screenshot shows a webmail interface for MagicMail. The browser address bar shows the URL `magic.pacinfo.com/webmail/?task=mail&mbox=INBOX`. The interface includes a navigation bar with icons for Refresh, Compose, Reply, Reply all, Forward, Delete, Block Sender (circled in red), Mark, More, Mail, Contacts, Calendar, and Settings. The left sidebar shows folders: INBOX (circled in red), Drafts, Sent, Spam (1088), Trash, Detected Items, and trash (2). The main area displays a list of emails with columns for Subject, From, Date, and Size. The selected email is "Business Line of Credit - Approval Status" from Samuel Fortino, dated Today 9:52 am. Below the list, the email content is displayed, including a yellow warning banner: "To protect your privacy remote resources have been blocked. Display images". The email body text reads: "Hi Randy, Your commercial credit rating has pre-qualified Pacinfo for our business line of credit program, with rates starting at 4.75%. The unsecured business line of credit can allow access for up to **\$750,000 without any collateral** and may be used on a revolving basis."

Subject	From	Date	Size
Expecting guests? Shop 20% off purifiers now	Molekule	Today 10:31 am	50 KB
Turn insights into ROI with Google Analytics 4	Google Analytics	Today 10:21 am	47 KB
[Fail2Ban] SSH: banned 218.92.0.204 from cheetah.pacinfo.com	Fail2Ban	Today 10:20 am	3 KB
RE: Youthinnature	Peter Chesser	Today 10:19 am	91 KB
Read: Youthinnature	Peter Chesser	Today 10:16 am	11 KB
Ransomware Attackers Don't Take Holidays. Are You Prepared?	Kaseya	Today 10:03 am	37 KB
<b>Business Line of Credit - Approval Status</b>	<b>Samuel Fortino</b>	<b>Today 9:52 am</b>	<b>24 KB</b>
Webinar: The State of Managed Services	SonicWall	Today 9:05 am	49 KB
Daily Summary of Technology Marketing Toolkit QUE posts	Technology Marketing Toolkit...	Today 9:05 am	29 KB

To manage your spam filter settings, click “Settings” in the upper right, and then click on Spam Settings on the left.

Click on any filter setting you want. The main difference between them is some do not have a quarantine. When you select a setting that does not have a quarantine, then a message classified as spam is just bounced back to the sender and you won't find it in the spam folder nor will you know that it came.

When you select a setting **w/Quarantine**, then messages classified as spam, are delivered to the spam folder where you can easily check if there was a false positive and retrieve the message.



There are black lists and white lists for your email address. To view those, you need to click on the “Show More” link just below the green button on the right. Then they will be listed below the spam settings like the screenshot below.

Then, to display the whitelist, you would click on the "From: Whitelist" link in the list.

The screenshot shows the MagicMail webmail interface. The browser address bar displays `magic.pacinfo.com/webmail/?_task=settings&_action=plugin.spamsettings`. The page title is "Spam Management" and the subtitle is "Personal Spam Settings for randy@pacinfo.com".

On the left, a "Settings" sidebar lists: Preferences, Folders, Identities, Responses, My Email Options, **Spam Settings**, and Security Options.

The main content area includes a "Spam Management" section with a green "Enabled" button and a "Click Here To Disable Show Less" link. Below this is an "Edit Spam Lists" section with the following text: "For most cases you will only need to use the Allow Sender and Block Sender buttons in the Webmail interfaces to fine tune your Anti-Spam experience. Below you can perform direct management of your white/black lists."

The "Edit Spam Lists" section contains a table with three rows:

Subject Blacklist	?
From: Blacklist	?
<b>From: Whitelist</b>	?

The "From: Whitelist" row is circled in red. A note at the bottom of the table says "Click on the ? for help on individual settings."

Editing the whitelist or always approved list. Again the easiest way to add an address is to use the "Allow Sender" button in the webmail when viewing a message in the spam folder.

The manual way would be to enter an address or a domain in the yellow box and click the "Add" button.

However, perhaps you have decided they shouldn't be in the whitelist. In this window, you can find the entry and click the "Remove" link to the right of the entry.

**From Whitelist**

When an incoming email matches your whitelist, the message will always be delivered to your mailbox. A whitelist match always takes precedence over other email rules.

MagicMail can whitelist senders at 2 different levels:

Server Level  
Mailbox Level

*Note: You can filter either a portion of or all of the email address. For example entering @domain.com will filter all mail from that domain (it will filter both joe@domain.com and jane@domain.com). You may also choose to use the full email address which is the preferred option -- it prevents "false positives", which are matches you did not intend.*

**Add to 'From Whitelist'**

Enter new value:   Server  Mailbox

Check All	Value	Help
<input type="checkbox"/>	1800usbanks@alerts.usbank.com (Mailbox, Server)	<a href="#">Remove</a>
<input type="checkbox"/>	1800usbanks@email.usbank.com (Mailbox)	<a href="#">Remove</a>
<input type="checkbox"/>	1800usbanks@e.usbank.com (Mailbox, Server)	<a href="#">Remove</a>
<input type="checkbox"/>	aarpnews@news.aarp.org (Mailbox, Server)	<a href="#">Remove</a>
<input type="checkbox"/>	accountstatus@godaddy.com (Mailbox)	<a href="#">Remove</a>
<input type="checkbox"/>	accounts@taxbot.com (Mailbox)	<a href="#">Remove</a>
<input type="checkbox"/>	adam@westernmortgagebrokers.com (Mailbox, Server)	<a href="#">Remove</a>
<input type="checkbox"/>	admin@apexpdn.com (Mailbox)	<a href="#">Remove</a>
<input type="checkbox"/>	administrator@cityclubsevens.org (Mailbox)	<a href="#">Remove</a>