

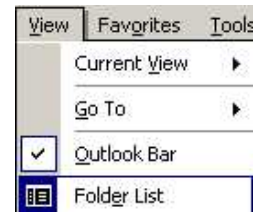
HOW TO MANAGE SPAM

This document has been prepared for the purpose of managing your spam folder through Microsoft Outlook with the use of Trend Micro Client Messaging Suite for SMB. This document will also serve as a how to guide for adding users to the approved senders list in the event that E-mail messages are mistakenly filtered in to the Microsoft Outlook spam folder.

How To Add Email Addresses To The Approved Senders List

Step 1: Open Outlook as you normally would

Step 2: Display the outlook folder list if it is not all ready displayed. This can be done by selecting View from the tool menu and selecting Folder List.



Step 3: Within the folder list you will notice on the left a folder called “Spam Folder” which should have a plus “+” sign next to it. Please single click on the plus sign to display its subfolders.

Step 4: Once you have completed step 3, you will see a folder called “Approved Sender List” beneath “Spam Folder”

Step 5: With in this “Approved Sender List” folder you will notice a single message which says “Approved Senders List Management”. Please double click on this item

Step 6: Once you have completed step 5 this will bring up a dialog box “Approved Sender List Management - Trend Micro Approved Sender List Management Form”. Simply type the users email address in the available field and click Add.

Step 7: Click Ok, once you have added the new email address that you would like to add to the approved senders list.

Note: If you would like to add multiple email addresses to the approved senders list you can do this by repeating step 6 before clicking ok.

Additionally if you would like to remove a user from the approved senders list click on the email address in question and click the remove button