

To all staff,

We have a new spam filter in place for our e-mail system that I have been working on. Every day at noon and midnight you will receive an e-mail called “GWAVA message restriction digest.” Sometimes “good” mail gets trapped in our spam filter. This lets you see all of the spam that goes into your account. This is very helpful when someone says they sent you an e-mail, but you did not receive it. Chances are it was thought of as spam.

The first blue link you see lets manage all of your own quarantined messages. (Quarantined messages are e-mails that our spam filter thinks are spam.)

When you click on this link it will bring up a page where you can login with your same username and password as your district e-mail account. This page will show you all of the e-mails that have not been delivered to your account because they were thought of as spam. If you find an e-mail that is not spam that you need, click on the check box next to the e-mail, then click on the release button. This will send that e-mail to your account.

Feel free to play around with the search functions and options.

The links below that line will show any spam you have received for the last 12 hours. If you click on these links it will immediately “release” them to your account, without having to login to the GWAVA system.

This is a learning spam filter, which means it will learn which e-mails are good and bad from all of you releasing the “good e-mails.” You no longer have to use your personal junk mail settings.

I hope I explained this well, as there is no users manual. Please contact me for any questions or suggestions on how to better explain this new system.