

Here is a guide on how to use the spam filter quarantine.

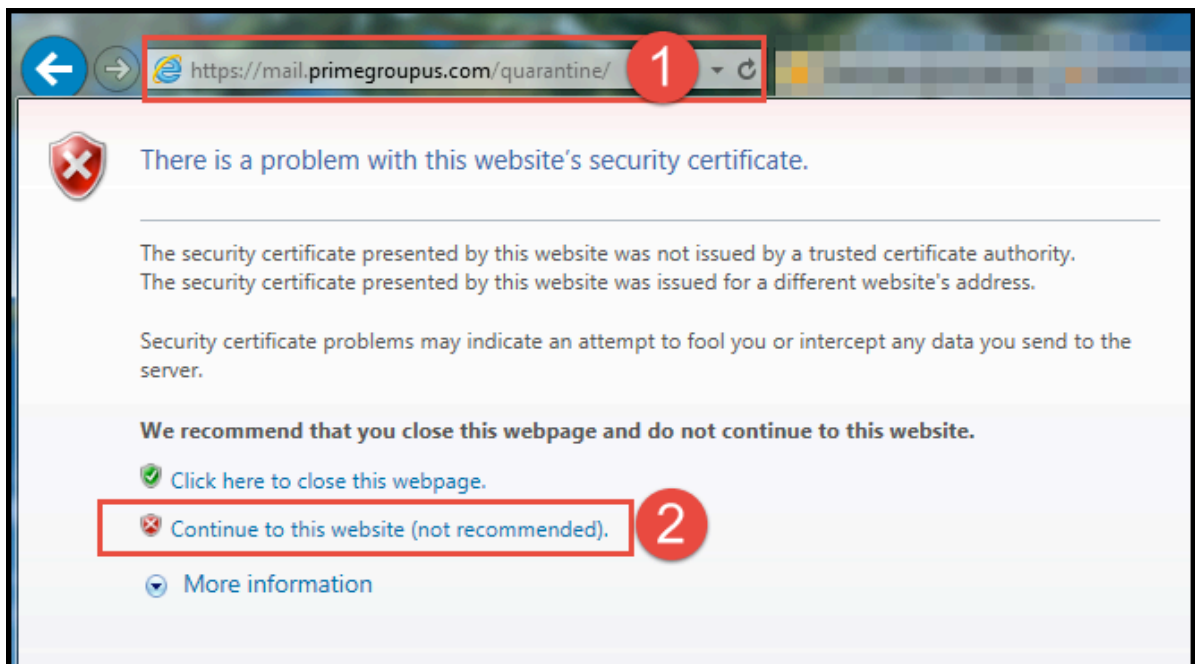
You can check this anytime you believe you're not receiving an email your waiting on.

1. <https://mail.primegroupus.com/quarantine>

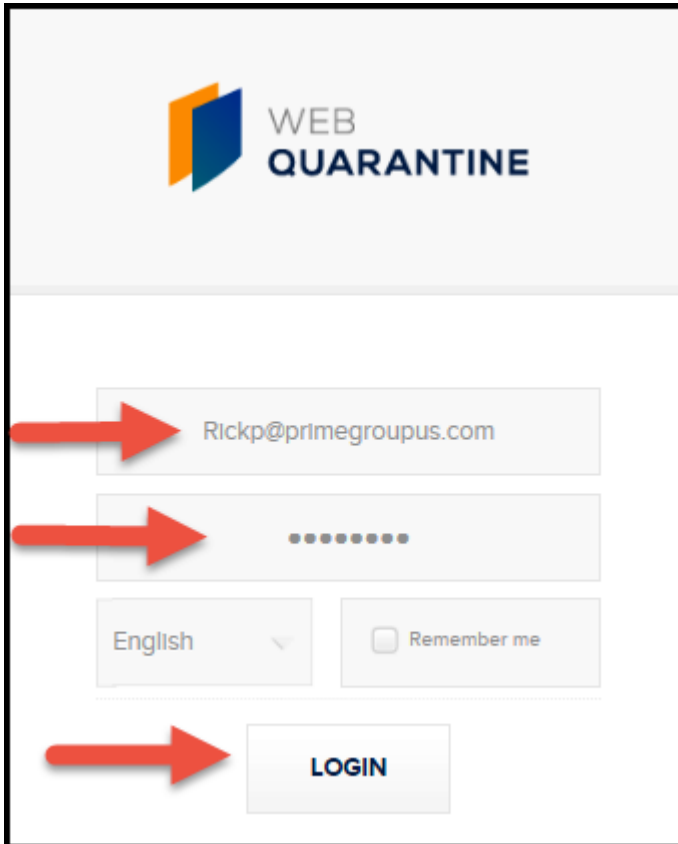
Note: add this site to favorites/bookmarks

Note: Apple Safari is not compatible

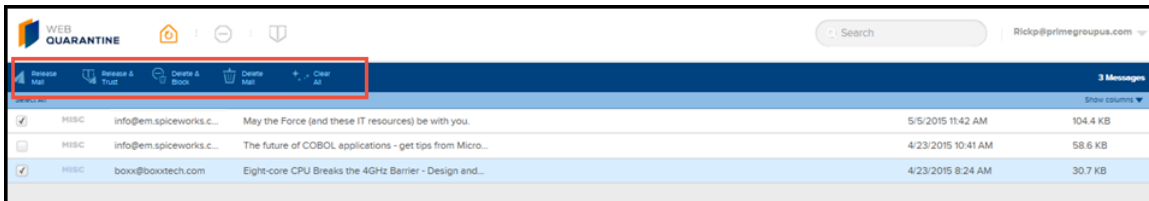
2. Click: Continue to this website



3. Log in using your email address and email password:





4. After you login. Locate any email and assign one of the following option.



The **options** are self-explanatory, click the check box next to the emails first and pick the appropriate one



Be sure to "  " emails you do not want blocked and to "  " the ones you are sure you don't want.



Here are a few general tips to avoid spam from coming in:

1. Spammers in most cases need to know your email address before they can spam you so keep your email address to yourself as much as possible and use it only for work purposes.
2. When posting on a forum/website do not include your email address as part of your signature.
3. Guest books are a prime source for the harvesting of email addresses that spammers use. Some guest books automatically hyperlink your email to your username; avoid posting in such forums and never include your email address in the post itself. Do not use your work email for this kind of personal use. If you do not have an alternative email address consider using free services such as Google mail, Yahoo! mail or Hotmail.
4. When signing up for forums, offers and other public services never use your work email address; if it doesn't break the terms of use, consider using disposable email addresses. If terms prohibit the use of disposable email, use free email services that include spam filtering.
5. Never click on links in a spam email; in some cases clicking will result in you confirming to the spammer that the email address is valid and the user is likely to click on links thus making you a prime target for more spam and phishing attacks.
6. Always review the privacy terms on sites before registering. You need to know that whoever you're signing up with will not give away your email address to third parties who might actually end up selling your email address for money.
7. Do not use the unsubscribe links in spam emails, in some case that will actually confirm the email address is valid to the spammer.
8. Do not open attachments in spam, you could get infected with Trojans that will send your email contacts to a spammer as well as entrap you in a spammer distribution chain i.e. your computer might be the one that the spammer uses to send spam emails