

Description

When in the End User Digest, you will see a Hyperlink called Manage My Account. Clicking on this link will open an interface in an Internet browser. This interface allows you to manage your own settings.

You can also manage your account by clicking here: [Manage My Account](#)

If prompted with a Security Notice, click on Yes.

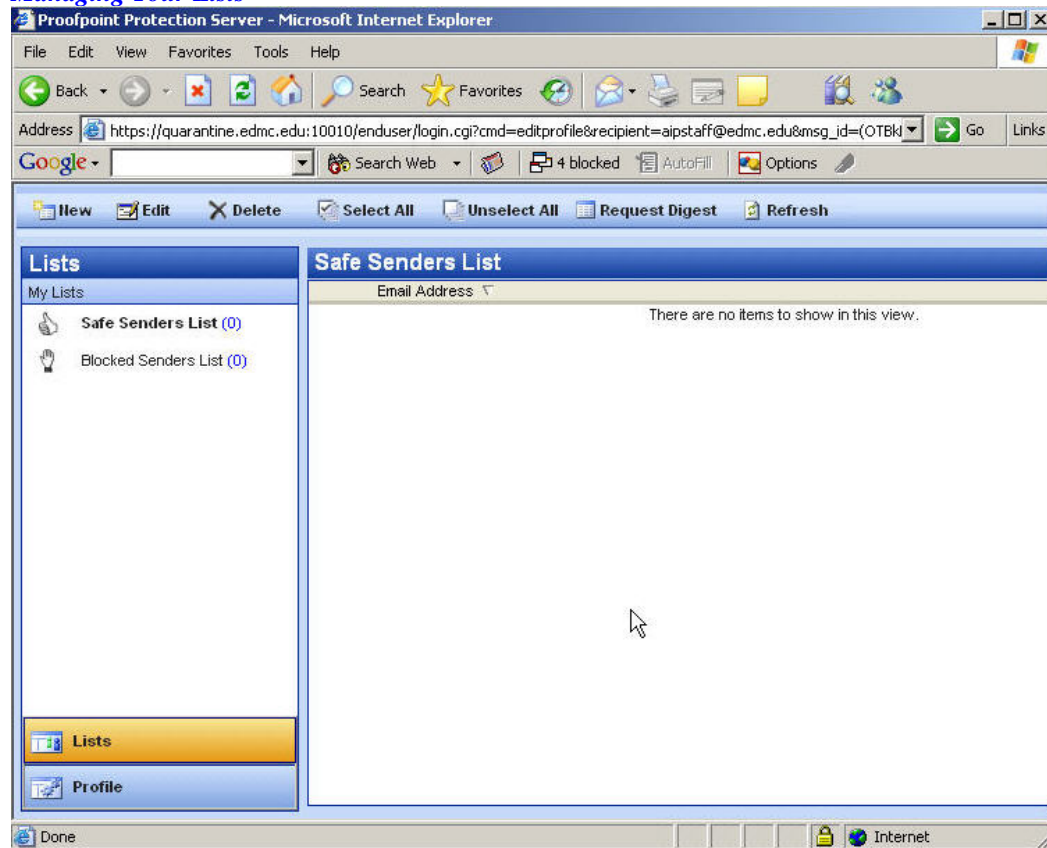
When prompted, enter your primary e-Mail address and your account password.

E.x.- mjones@aii.edu

E.x.- msmith@edmc.edu

Below you will find a diagram of the Manage My Account interface, and a description of what each button does. Please refer to the [Lists](#) section to manage your lists, and the [Profile](#) section to adjust your account settings

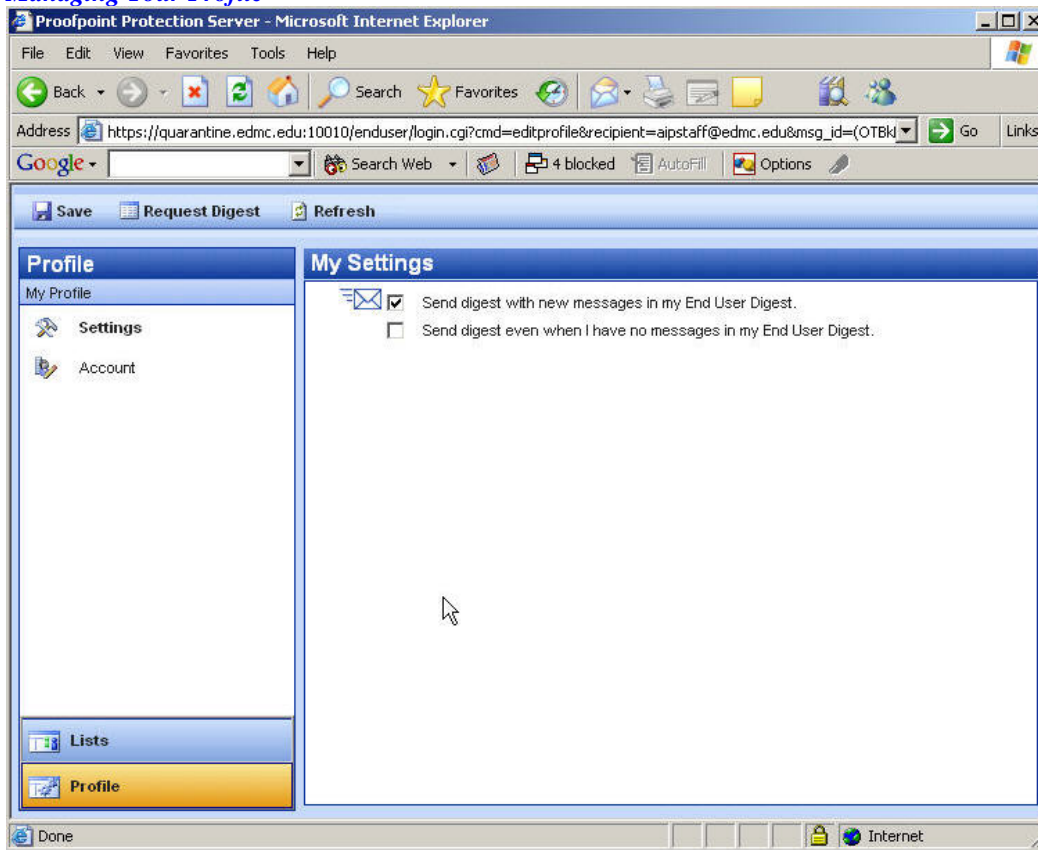
Managing Your Lists



Safe Senders List	Clicking on this button will set your display to view your Safe Senders. This would be any e-Mail addresses which you do want to receive e-Mail from and not be blocked in the future.
Blocked Senders List	Clicking on this button will set your display to your Blocked Senders. This would be any e-Mail addresses which you do not want to receive e-Mail from.
New	Clicking on this button will prompt you with a box to enter an address which you wish to add to your Safe Senders list. This list contains any e-Mail address which you always wish to receive e-Mail from, and not quarantined.
Edit	Clicking on this button will allow you to edit an entry previously entered. First click on the check box next to the e-Mail address and then click on Edit.
Delete	Clicking on this button will allow you to delete an entry previously entered. First click on the

	check box next to the e-Mail address and then click on Delete.
Select All	Clicking on this button will allow you to select all e-Mail addresses at one time. This is convenient if you wish to delete all entries at once.
Unselect All	Clicking on this button will de-select all previously selected e-Mail addresses.
Request Digest	Clicking on this button will generate a request to the system to send you a new End User Digest. It will contain a listing of all e-Mail in your quarantine for the past 14 days and will arrive in your inbox within a few minutes.
Refresh	Clicking on this button will refresh the screen.
Lists	Clicking on this button will show you the screen you see above, allowing you to select between your Safe Senders and Blocked Senders lists.
Profile	Clicking on this button will take you to a new screen where you can adjust your End User Digest Settings.

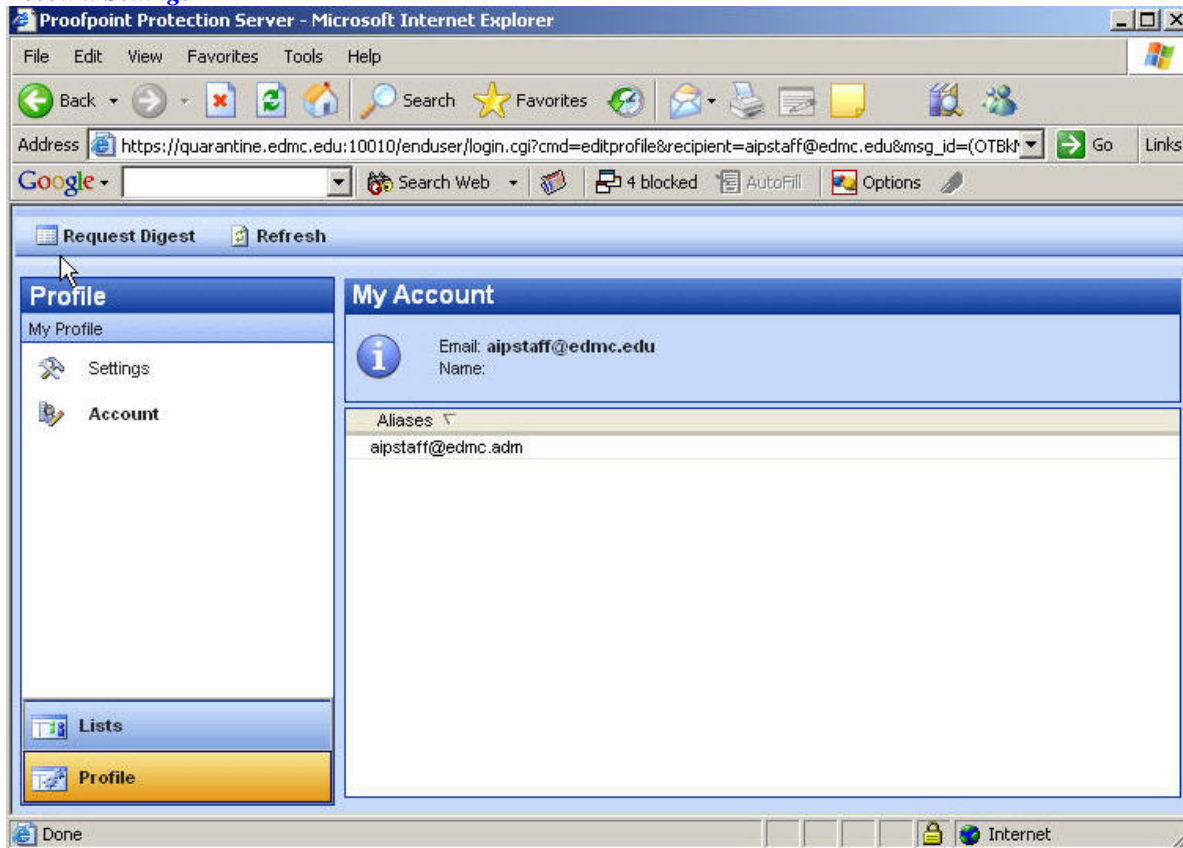
Managing Your Profile



Send Digest With New Messages In My End User Digest	Unchecking this will turn off your End User Digest and you will no longer receive it.
Send Digest Even When I Have No Messages In My End User Digest	Checking this will force the system to send you an End User Digest at 7:00 AM and 4:00 PM each day, even if you have no new SPAM.
Save	Clicking on this button will save any changes you have made.
Request Digest	Clicking on this button will generate a request to the system to send you a new End User Digest. It will contain a listing of all e-Mail in your quarantine for the past 14 days and will

	arrive in your inbox within a few minutes.
Refresh	Clicking on this button will refresh the screen.
Settings	Clicking on this button will show you the screen you see above, allowing you to select between your End User Digest settings, and your Account settings.
Account	Clicking on this button will take you to a new screen where you can view your Account settings.

Account Settings



The Account settings screen does not give you any options which you can change. It is for informational purposes only, and will show you a list of all your e-Mail addresses.