


Access Personal Email Message Center

1. To Access Postini: In Outlook, click . Alternately, you can access Postini via the Internet: **login.postini.com**
2. Login using your **CWT email address**: first.last@cwt.com and the **temporary password** that has been emailed to you
3. You will be required to change this password

Password
Change your password
You have entered with a temporary password that should be changed for security.

Temporary Password:

New Password:
(New Password can be a password of your choice)

Confirm New Password:

4. You will be presented with the Summary Page of your Junk Email for the last 14 days. **After 14 days mail is permanently deleted from the Message Center and not retrievable.**



Forgotten Your Password?

1. If you have forgotten or want to change your password, click on the "[Forgot your password?](#)" link

Log in to your message center.

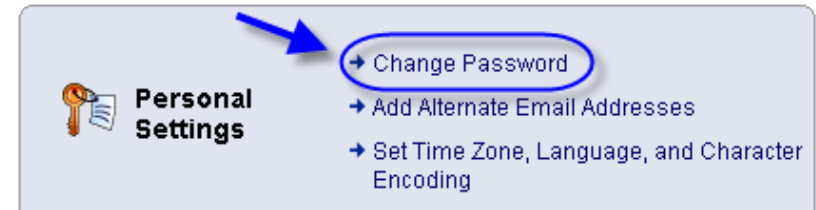
Invalid log in or server error. Please try again.

[Forgot your password?](#)

2. A "**Forgot Your Password**" screen will appear. Click on "submit". A new temporary password will be delivered to your Outlook email address
3. You will be required to change the temporary password.

Change Your Password

1. On the Message Center — Junk Quarantine Page, click on [My Settings](#).
2. Click on [Change Password](#). Follow prompts.



Postini Email Notification



Note: You will receive a daily email notifying you if Postini has emails waiting for you in the Postini Message Center. Click Message Center or the email link.

View Quarantined Message Content


1. Click on the subject. The email is displayed.
2. Click to Delete the email.
3. To Deliver email to your Outlook inbox, click and request that the sender be put on your Approved list. The emails from this sender will now bypass the junk email filter. A copy of the email will be delivered to Outlook and the email will appear under Postini's Delivered tab.
4. Click [Message List](#) to return to list of Suspicious Junk Email.
5. Click or to review the list of emails that have been Delivered or Moved to Trash.

Search

1. Click on the **Junk** tab, click on **Search**



2. Complete the search fields, click **Go**.



Control Sensitivity of Junk Mail Filter

1. Click .
2. Click .
3. Click Overall Junk Filter:  to adjust the level of overall protection from "Lenient" to "Very Aggressive".
4. Click  to increase the filter level and increase the number of messages that are identified as junk.



Note: It is recommended that you keep the default preference settings which are: Strict, for **Overall Junk Filter** and +2 for **Category Filters**.

Approve or Block Senders

1. Click .
2. To approve or block senders, click  or .
3. **Approved Senders:** Type the email address into either the specific Senders, Domains or Mailing Lists.
4. **Blocked Senders:** Type the email address into the specific Senders or Domains.



Note: The Approved Sender list can include friends and family or clients. The people who send spam continually change their address so it isn't worthwhile to block their addresses. Postini updates its filters regularly to catch the spam.

Log out of Message Center

1. From the Message Center screen, click Log Out.



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HOW TO MANAGE YOUR SPAM EMAIL (POSTINI)

Note: Check your spam on a regular basis.

Find help on these topics:

ACCESS PERSONAL EMAIL MESSAGE CENTER
FORGOTTEN YOUR PASSWORD?
CHANGE YOUR PASSWORD
POSTINI EMAIL NOTIFICATION
VIEW QUARANTINED MESSAGE CONTENT
SEARCH
CONTROL SENSITIVITY OF JUNK MAIL FILTER
APPROVE OR BLOCK SENDERS
LOG OUT OF MESSAGE CENTER

For assistance, please call (212) 993-4357.
