# HKBN
# Sentry 电邮防卫服务手册

# Sentry Email Defense Service Manual

(Version 1.0)

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# 1. Quarantines | 隔离区



The 'Quarantine' section is where you can go review messages sent to your quarantines. A quarantine is in essence a grouping of emails defined by your mailbox administrator. These emails have triggered one or more mail policies defined by your administrator and subsequently sent to one of your available quarantines for review.

In our example, we will view the list of emails which have been flagged by your administrator-defined policies as junk emails and sent to your 'Spam' quarantine by clicking on the associated menu item.

，你可以在"隔离区"一节中查看被隔离审查的信息。隔离在本质上是一组由您邮箱管理员定义的电子邮件。这些邮件触发一个或多个邮件由管理员定义的策略，并随后发送到您的隔离区审查。

在我们的例子中，我们将看到标记由您的管理员定义的策略为垃圾邮件的邮件已发送到您的"垃圾邮件"检疫通过点击相关的菜单项的列表。

Once you are viewing messages sent to your 'Spam' quarantine, you can search for specific messages by entering keywords to narrow the messages displayed (**1**). In addition, you can also specify a date range (**2**) and/or select only messages that triggered a particular policy by making a selection in the automatically populated drop-down list provided (**3**) to even further refine the messages presented to you. Once you have entered your search criteria, click on 'Search' (**4**) to update the message list. Next to this you have the 'Release' and 'Delete' buttons (**5**) which when clicked will release all the checked email messages from this quarantine or delete the checked email messages from your mailbox respectively. The 'Display' drop-down list (**6**) allows you to limit the number of email messages that are listed per page.

一旦你查看发送到您垃圾邮件隔离区的邮件时，您可以搜索特定的信息，通过输入关键字来缩小显示的信息（**1**）。此外，您还可以指定一个日期范围（**2**）和/或选择自动填充下拉列表中引发了特别的政策的消息（**3**）进一步完善地呈现给你选择的信息，。一旦您输入您的搜索条件，点击"搜索"（**4**）来更新消息列表。你有"释放"和"删除"按钮（**5**），点击它时会释放所有从这个隔离或删除选中的电子邮件。"显示"下拉列表中（**6**）允许每页列出的电子邮件的数量限制。

| | From | To | Subject | Time | Reason | Size(KB) |
|---|---|---|---|---|---|---|
| ☐ | aiqyzikico5551@otenet.gr | tta@absolvo.net | Welcome, tta. Everything on -80% today... | 23/03/2010 16:35:12 | Likely Spam | 11.00 |
| ☐ | chantenatacha_rp@wwdb.org | tta@absolvo.net | oRo1exWatches $200 Off - Each Free Shipp... | 23/03/2010 15:17:51 | Definite Spam | 2.00 |
| ☐ | ambo@greenpages.com | tta@absolvo.net | Hi... | 23/03/2010 13:29:44 | Definite Spam | 2.00 |
| ☐ | adajim@ms66.hinet.net | tta@absolvo.net | Re:... | 23/03/2010 13:18:31 | Definite Spam | 3.00 |
| ☐ | t.eaton@ms66.hinet.net | tta@absolvo.net | Re:... | 23/03/2010 12:50:02 | Definite Spam | 2.00 |
| ☐ | tta@absolvo.net | tta@absolvo.net | Dear tta prices are lowered. -80% limite... | 23/03/2010 12:44:31 | Definite Spam | 10.00 |
| ☐ | aminulbumm@youngone.co.kr | tta@absolvo.net | Re:... | 23/03/2010 12:41:47 | Definite Spam | 3.00 |
| ☐ | 3djasonjjt@ms29.hinet.net | tta@absolvo.net | Re:... | 23/03/2010 12:32:24 | Definite Spam | 2.00 |
| ☐ | a2123037n@ms2.hinet.net | tta@absolvo.net | Order meds with the most trusted online ... | 23/03/2010 12:25:37 | Definite Spam | 2.00 |

Finally, you can click on the blue-linked subject tag (**7**) of any email message in your quarantine to view the message content in greater detail. An example of this is shown below.
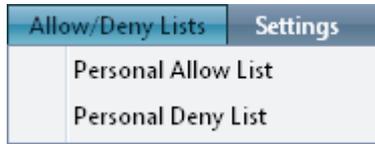
最后，您可以在您的隔离区击蓝色链接的的主题标签（**7**）查看更详细的信息内容。例子如下所示。

## 2. Allow/Deny Lists | 允许/拒绝列表



The 'Allow/Deny Lists' section is where you go add white-listed (allow) or black-listed (deny) email addresses, domain names, and/or IP addresses. For consistency and simplicity, you will find the interface for the Allow and Deny Lists to be identical.

At first glance, you will notice a standard view displaying all the email addresses, domain names, and IP addresses you have grouped into the list you selected. Please press "Add" button to add a new email address, domain name, or IP address.

在"允许/拒绝列表"中你可以添加白名单（允许）或黑名单（拒绝）电子邮件地址，域名，和/或 IP 地 址 。 为了保持一致性和简单，你会发现界面的"允许"和"拒绝列表是相同的。

乍一看，你会发现所有的电子邮件地址，域名和 IP 地址，你你所选择的列表分为标准视图显示。请按 "添加"按钮来添加一个新的电子邮件地址，域名或 IP 地址。



Allow/Deny Lists > Personal Allow List

* One email address, domain or IP address per row without other symbols
** Please remove "@" symbol for domain entry. (e.g., domain.com)

# 3. Settings | 设置

The 'Settings' section contains all the web controls for you to make changes to your existing account and summary report settings. "设置"部分包含了所有給你进行更改您现有的帐户和总结报告设置的 Web 控件。

## 3.1 Change Password | 更改密码
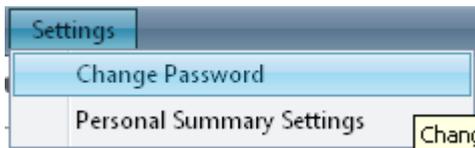


Click on 'Change Password' to change your account password. Simply type in the new password you would like to use twice and click on 'Change Password' to save your changes.

点击"更改密码"更改您帐户的密码。只需输入新你想使用的密码两次，然后单击"更改密码"以保存更改。



## 3.2 Personal Summary Settings | 个人总结设置



Click on 'Personal Summary Settings' to make changes to how frequently you receive a summary report and the degree of detail in each report.

The first thing you'll notice on the form is a 'Use Customer Settings' checkbox (**1**). Checking this box means you opt to use the default settings available as set by an administrator.

You can then specify the frequency of how often the summary report gets sent to you (**2**), between which hours of the day (**3**), and finally on which days of the week(**4**).

The 'Include' drop down (**5**) is used to specify the look-back date determining how many days worth quarantined emails to retrieve when generating the summary report. You can specify a range anywhere from 7 days ago to only newly received emails.

Check the 'Never Send' checkbox (**6**) if you do not wish to receive regular summary reports.

The 'Language' and 'Timezone' dropdowns (**7**) allow you to localize your settings so that your summary reports are sent according to your present timezone and language of choice.

点击"个人概要设置"可以改变多久频繁收到一份摘要报告,并在每个报告的详细程度。

第一件你会在窗体上发现的事是一个使用客户设置的复选框(**1**)。选中此复选框,意味着你选择使用由管理员设置的默认设置。

然 后 , 您 可 以 指 定 经 常 发 送 到 你 总 结 报 告 的 频 率 ( **2** ) , 在 哪 日 ( **3** ) 和 小 时 之 间 , 最 後 在 哪 个 周
( **4** ) 。

"包含"下拉菜单(**5**)是使用指定的看回日期确定产生多少天的隔离邮件检索时的总结报告。您可以 指定一个范围从由新收到邮件起 7 天前。

如果你不希望收到定期的总结报告可选"不发送"复选框(**6**)。

在"语言"和"时区"下拉菜单(**7**)让您的本地化设置,使您的总结报告是根据您目前的时区和语言的选择发送。

**Settings > Personal Summary Settings**

Use Customer Setting ☐ **1**

Send Digest Every [ 12 Hours ▼ ] **2**

Between the hours of [ 03:00 ▼ ] and [ 24:00 ▼ ] **3**

On the following days

☑ Monday ☑ Tuesday

☑ Wednesday ☑ Thursday **4**

☑ Friday ☑ Saturday

☑ Sunday

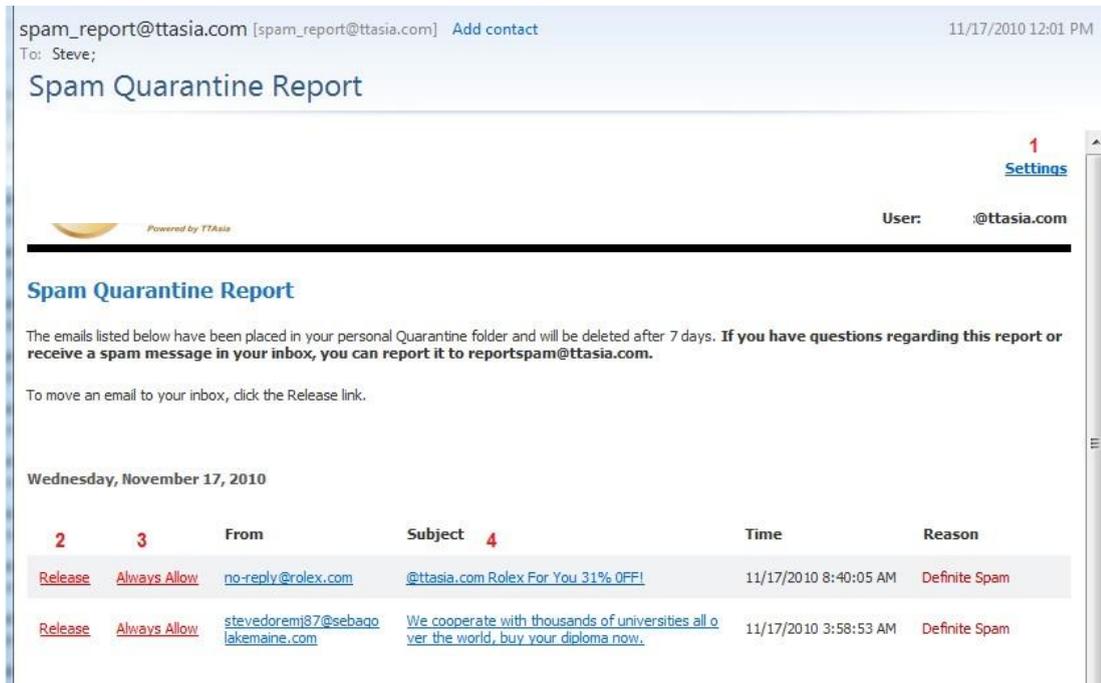Include [ Only new emails ▼ ] **5**

Never Send ☐ **6**

Language [ English - EN ▼ ] **7**

## 4. Spam Quarantine Report | 垃圾邮件隔离报告

By default, the Spam Quarantine Report will be generated to users every day. User can access WebUI console by clicking 'Settings' (**1**).

Messages in Spam quarantine will be displayed according to summary settings. User can release email (**2**), release email and sender email address in personal allow list (**3**), or preview email (**4**) by clicking hyperlinks in Spam Quarantine Report.

默认情况下，垃圾邮件隔离报告将每一天产生給用户。用户可以通过点击"设置"（**1**）访问 WebUI 中的控制台。

摘要设置中将显示垃圾邮件隔离的消息。用户可以通过单击超链接的垃圾邮件隔离报告释放电子邮件 （**2**），释放在个人允许列表中的电子邮件及发送者的电子邮件地址（**3**），或预览电子邮件（**4**）。