

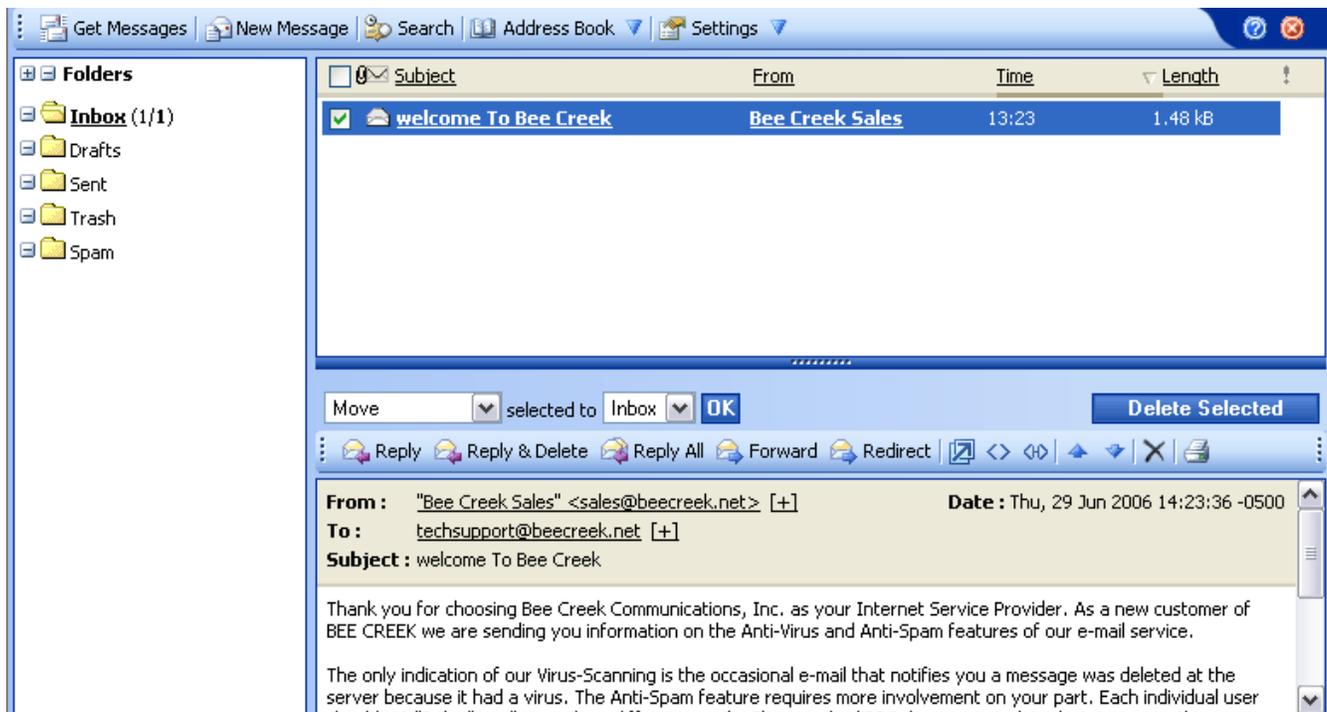
## Using your Bee Creek Web-Mail and SPAM Rules.

Bee Creek's Web-Mail allows you to check your email from the web, with any computer, anywhere in the world. The Bee Creek Web-Mail interface connects you directly to your email on the Bee Creek Email server. Once logged in you can read new email messages before your personal computer downloads the messages. You can also write and send new messages or respond to messages you received. You will also use this site to manage your SPAM Rules and settings.

**Note:** The Web Access allows you to work with your emails directly on the mail server. These emails HAVE NOT been moved to your computer. Once you open your personal computer email client program the messages in the "Inbox" will be downloaded into your computer and deleted from the server.

You can access your Bee Creek email by going to [www.beecreek.net](http://www.beecreek.net) and clicking on the "mail box" in the middle of the page. Your Internet Browser will be sent to the Web-Mail login page where you enter your Username and Password. Remember, your Username is everything before the "@" symbol of your email ([Username@beecreek.net](mailto:Username@beecreek.net)).

In the Web-Mail interface you see three main window panes. Your email folders are listed down the left pane. When you select one of these folders the emails are listed in the top right pane. (Take notice of the check boxes to the left of each message which will be referred to later.) When you highlight an email in the top pane it's displayed in the lower preview pane so you can read it.



In between the top and bottom pane you see pull down menus and buttons. These are used to move and control your selected messages, reply to messages, forward messages, and delete unwanted messages. A "selected" message is any message with a check mark in box to the left of the message.

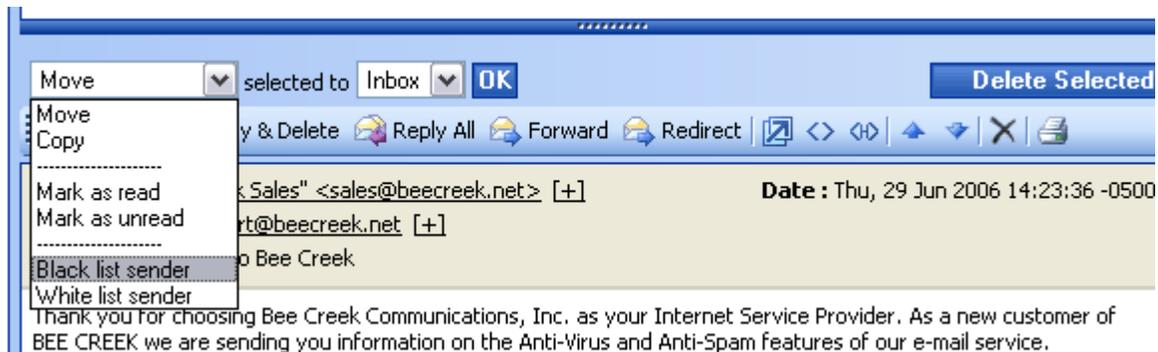
## Creating SPAM Rules using the Black and White Lists.

SPAM is the term used to identify any email you don't want to see in your Inbox. Bee Creek has a SPAM filter which automatically identifies messages and sends them to your "SPAM Folder". But it isn't perfect. Sometimes it "allows" messages you DON'T want to see and "blocks" messages you DO want to see.

You can fine tune the SPAM filtering by using the Black and White List rules. The "Black List" is a list of email addresses you want blocked from your Inbox. The "White List" is a list of email addresses you want to allow into your Inbox. You can block SPAM emails by adding the sender to your "Black List" and you can allow good emails by adding the sender to your "White List".

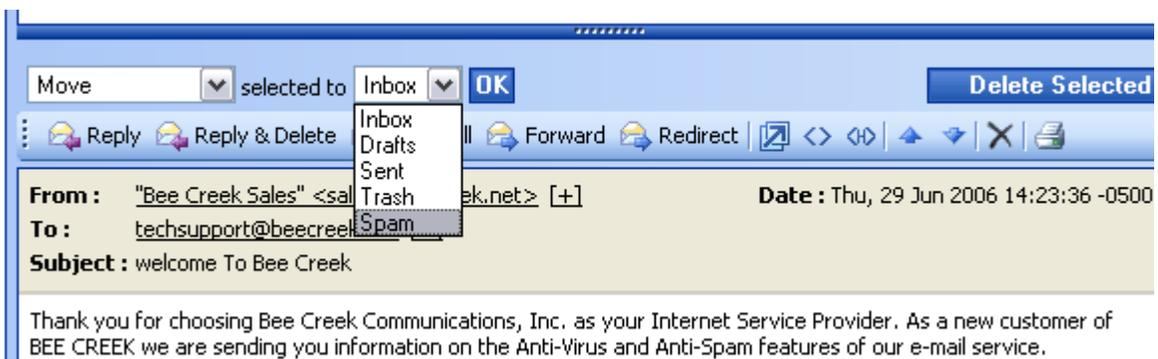
### Steps in Creating a "Black List" Rule

1. In your Inbox folder, when you see an email that is SPAM, select it by placing a check mark in the box to the left. After you have finished "checking" all the "SPAM" messages, click on the first pull down menu on the bar between the top and bottom panes. Select **Black list sender** and click the **OK** button.



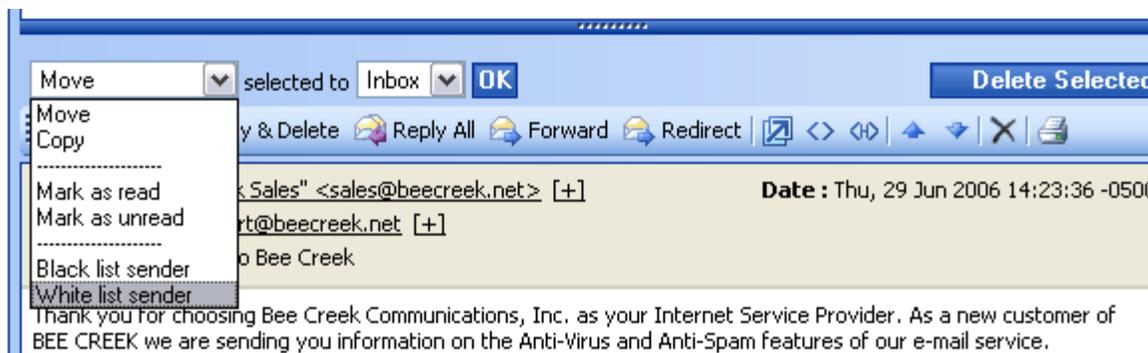
2. A new window will pop-up listing all the email addresses that are now added to your Black List. Click the **OK** button to finish creating the new rules.

3. Now that you have the addresses added to your "Black List" you need to move them from the Inbox Folder to the Spam Folder. Re-check the messages you want to move, then click on the first pull-down menu again and select **Move**. Click on the second pull-down menu and select **Spam**. Finally, click the **OK** button to move these messages to the Spam folder. You can delete the messages completely by clicking the **Delete Selected** button.



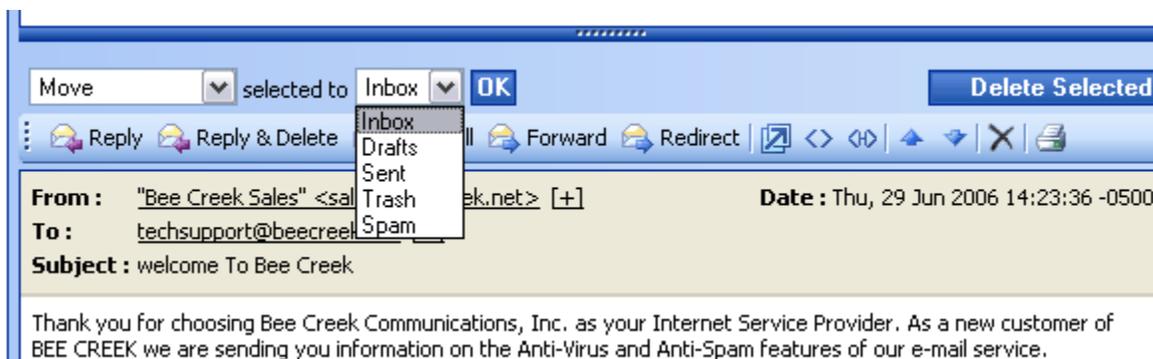
The steps in creating a "White List" rule are almost identical.

1. In your Spam folder, when you see an email that is **not** SPAM, select it by placing a check mark in the box to the left. After you have finished "checking" all the messages you want to keep, click on the first pull down menu on the bar between the top and bottom panes. Select **White list sender** and click the **OK** button.



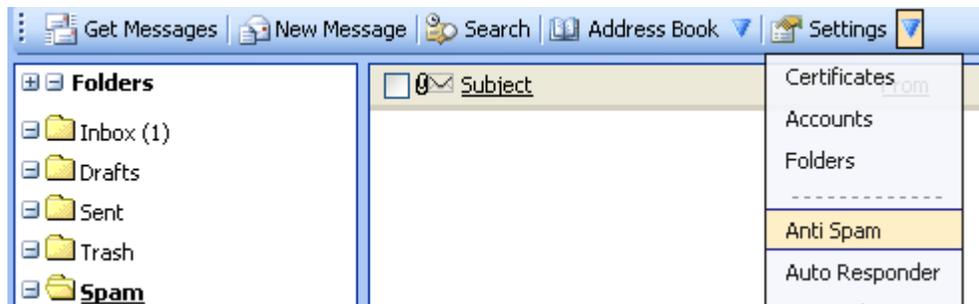
2. A new window will pop-up listing all the email addresses that are now added to your White List. Click the **OK** button to finish creating the rule.

3. Now that you have the email addresses added to your "White List" you need to move them from your Spam Folder to your Inbox Folder. Re-check the messages you want to keep and click on **Move** on the first pull-down menu. Then click **Inbox** in the second pull-down menu. Finally, click the **OK** button to move these messages to the Inbox folder.

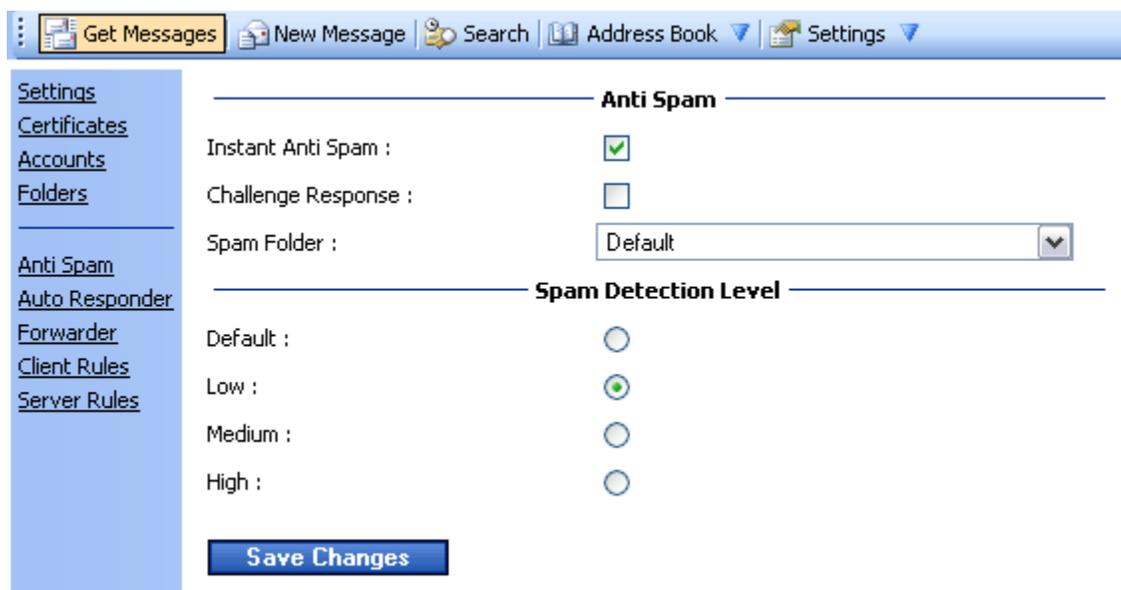


If you receive very little SPAM email or find too much non-SPAM email in your Spam folder you can simply turn off your Spam filter.

The last button across the top of the Web Mail interface is **“Settings”**. Click on the down arrow next to **Settings** and select **Anti Spam** from the list.



At the Anti Spam page you have several options available:



If you remove the check mark next to **Instant Anti Spam** your Anti-Spam Filter will be **TURNUED OFF** for your account and all email will be delivered to your Inbox.

You can also change your **Spam Detection Level** to a less aggressive level of **Medium** or **Low**. (The current default level is **“High”**).

At this time we do not recommend changing the **Spam Folder** or the **Challenge Response** settings.

Once you have the settings you like click the **Save Changes** button at the bottom.