

## E-MAIL

### FEATURES

E-mail is a fast, convenient and inexpensive way to stay in touch with family and friends! Your TruVista Internet service includes free e-mail accounts with your Internet connection plan. (Add Additional e-mail accounts on the portal.)

### GLOBAL ACCESS 24/7

Using the Webmail feature at TruVista's portal site, you can access your E-mail 24/7 from any computer or other web-enabled device. Learn about other great Webmail features by visiting our TruVista E-Mail Portal.

### ADVANCED FILTERING

#### (ANTI-SPAM, ANTI-VIRUS, ANTI-PHISHING)

Our new E-mail includes powerful filtering tools built in, including anti-virus, anti-spam, and anti-phishing. Webmail provides many advanced features, such as personalized filter levels (controlled by you), plus auto-filing, auto-tagging, auto-deletion, and other time-saving tools for automating tedious tasks.

### FILTERING YOUR E-MAIL

Most filtering of unsolicited, automated E-mail (aka "spam" or "junk mail") is handled by a spam filter before those E-mail messages reach your Inbox. Unlike Postini, you will not see the SPAM messages in a separate account. Mail that might possibly be junk mail, but is not certain to be junk, is placed in your Junk folder. You can still view the messages – or just glance through the message headers. Any "junked" messages can be retrieved, sent to your inbox, marked as "not junk" for future filtering, or of course be left alone, resulting in eventual deletion. Any messages in your Junk folder are automatically purged after a specified number of days (as specified by your administrator).

### IMPROVING YOUR FILTERS

You can also improve your SPAM filter by flagging messages as "Junk" – alerting the system to automatically send similar messages (includes other system messages from the same source) to Junk.

#### **To mark (or flag) a message as SPAM:**

Highlight it and click Junk on the toolbar. The E-mail is moved to your Junk folder and the spam-training filter is taught that the mail is junk.

## E-MAIL

If you find that you are receiving a large number of unwanted E-mail messages, contact your administrator. Reporting mail as spam helps your E-mail administrator to fine-tune any spam filtering that may be in use at your site.

### OTHER FILTERING TIPS

Legitimate mail in the JUNK box should be sent to: [legit@truvista.net](mailto:legit@truvista.net)

If you receive phishing E-mail, DO NOT RESPOND and forward to: [phishing@truvista.net](mailto:phishing@truvista.net)

If you are using Microsoft Outlook/Outlook Express, you can also forward SPAM to: [spam@truvista.net](mailto:spam@truvista.net)– which will help improve other people's SPAM filtering.

## TRUVISTA E-MAIL PORTAL

### “REMEMBER ME” TOOLS & SHORTCUTS

TruVista's portal site offers multiple layers of security and convenience, safeguarding personal information at whatever level suites you. With TruVista's portal protection, you can have it remember your username, password and other shortcuts and

then lock down your information like Fort Knox, or set up your E-mail for simple point-and-click access. You're in total control.

### GOOGLE OR CHANNELED SEARCHES

Quickly find precisely what you want – without a bunch of stuff you don't – using the Internet's most powerful search engine (Google™). Or instantly search up to ten channels of categorized information – including news, sports, movies, music, travel, auto, careers, games, TV and local – all available at TruVista's portal site.

### PERSONAL QUICKLINKS LIBRARY

Bookmark all your favorite websites with TruVista , then access your QuickLinks library from any computer, anytime.

### CONTINUOUS, STREAMING NEWS & WEATHER

Continuous posting of the very latest local news (national & international, too) is one of the many prominent features you'll find on TruVista's web portal.