

## How to manage your junkmail setting?

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When using CEIBS email account, sometimes you will receive email with title as following figure shown: When there are suspicious incoming spam, instead of delete it directly, CIBS junkmail system will place it in an isolated area named quarantine and send a notification mail to you to let you deal with it by yourself. So do not delete notification mail blindly because the mail contains not only suspicious spam list but also normal messages screened by mistake: If any of the messages in your quarantined Email list are not spam, just click release link to let them into your inbox. If you do not do any action, the suspicious spam in quarantine will be deleted by system after 14 day(s). To see all quarantined messages, click View all Quarantined Messages (spam number) link. Browser will auto open your account's quarantine zone operation interface. Alternative you can also enter <https://junkmail.ceibs.edu> in the browser as below figure shown: Click Continue to this website (not recommended), below page will show: Ok, then use your own email account to login: Quarantine zone operation interface appears: From this interface you can mainly achieve two parts of functions:

### Part I

Tick the spam you want to operate from list | Choose what you want to do from Select Action drop down list | click Submit to implement  
 Release: Let the mail you selected into inbox  
 Release and Add to Safelist: Let the mail you selected into inbox and mark the sender as safe  
 Delete: Delete the mail you selected from quarantine

Click Safelist link will go to safelist page | You can add specified sender's email address into Safelist permanently  
 Click block list link will go to blocklist page

You can add specified sender's email address into Blocklist permanently