

# MBE - Manage By Example

End user Guide Version 4 rev a

MBE enables mail users to have full control of their mail file allowing them to self manage suspect/spam B and newsletters without the need to wait for a once daily report, and no calls to IT for white listing or searching for missed messages. SpamSentinel categorizes mail to control In-box clutter, when using SpamSentinel Hosted MX or SpamSentinel Server. MBE allows you, the end user, to set preferences for future delivery between Good mail, Newsletters, Spam B or suspect messages:

Good mail, Newsletters, Spam-B

- All Good Mail will enter your In-box (1).
- All Newsletters will enter your -Newsletters folder (3).
- All suspect/spam B messages will enter your Junk folder (2) or your -Spam folder (4) if configured by your administrator.

## **Dealing with spam or suspect/spam B**

If a messages enters the Junk or -Spam folder as suspect / spam B but you WANT this message, it is valid to you - simply drag it to In-box. You have set a preference for future delivery. If you consider the message a Newsletter, drag it to the Newsletters folder for future delivery. There is no need to contact IT support for help.

## **Dealing with newsletters**

Newsletters will be delivered to your -Newsletters folder, this allows you to read Newsletters at will and they will not clutter the in-box. If a message is delivered to Newsletters that you consider spam drag it to Junk to set a future delivery preference or if you consider it a Good message drag to In-box.. Again, there is no need to ask IT support for help.

MBE allows you to set preferences for future delivery between In-box, Newsletters and Junk folder. You will never again miss a message that is sitting in a quarantine database, no passwords to remember or calls to IT support for help. MBE delivers email and let's you decide.

