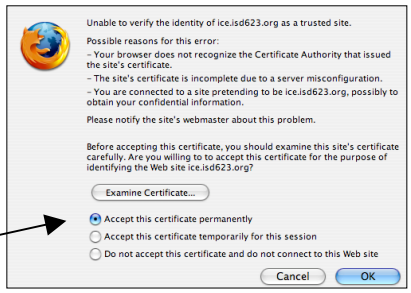
Managing SPAM with Sendio
(or, Finding MY Missing E-Mail Messages)

Roseville Area Schools is using a new program, which reduces incoming SPAM to less than 1% in your e-mail inbox. However, there is always a chance the program could mistakenly block a valid e-mail.

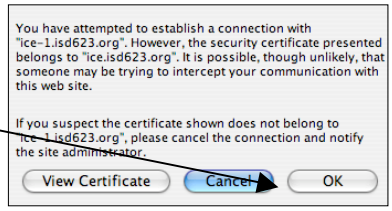
The *JunkMail* folder is gone. To find your missing e-mails, open Firefox or Internet Explorer (PCs only).

Go to: https://ice.isd623.org

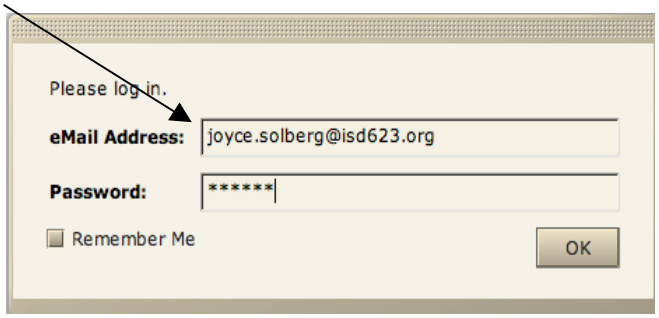


If you get this screen, CLICK on the top round button to "Accept this certificate permanently" then CLICK the OK button.

If the next screen talks about "certificates" – CLICK on the OK button



When it asks for the URL, put in your ENTIRE e-mail address. Use your regular e-mail password. CLICK on the ok button.



Once you are in, put a check in front of the message(s) you want to keep (or click on it).

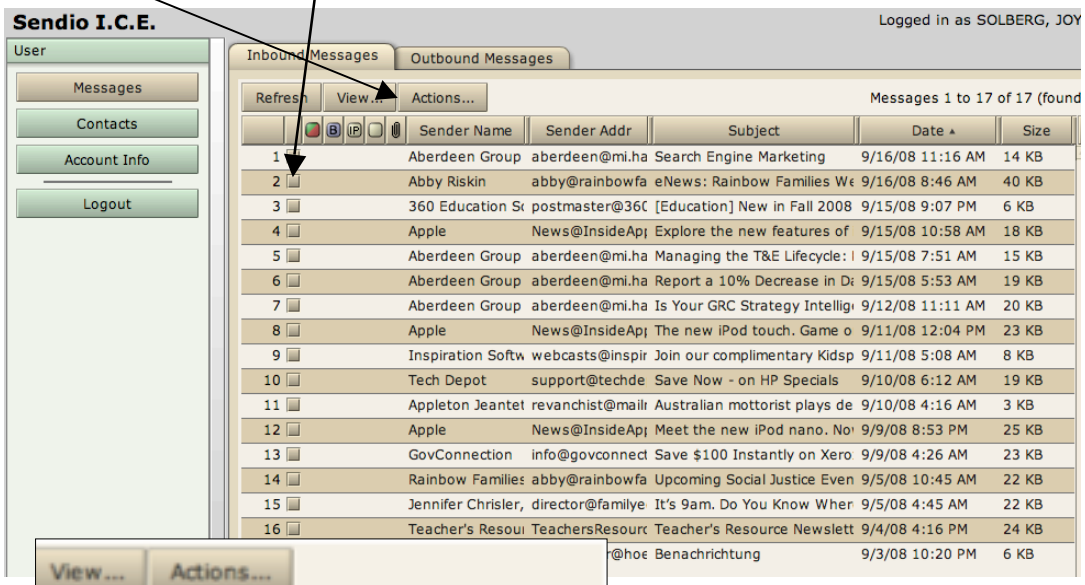
Go to the Actions tab and choose "Add Message Senders to Accept List"

Then follow the prompts.

"*Accept Messages*" = Accepts this message only.

"*Add Message Sender to Accept List*" = Accepts the message and all future messages from the sender.

The system automatically deletes SPAM messages every two weeks. [14 days]



Created by J.Sankot, Modified by J.K. Solberg 10, 2008