

FortiMail Personal Quarantine User Guide

Version 1.1

Tip: Click the applicable header in the table of contents to be taken directly to that section.

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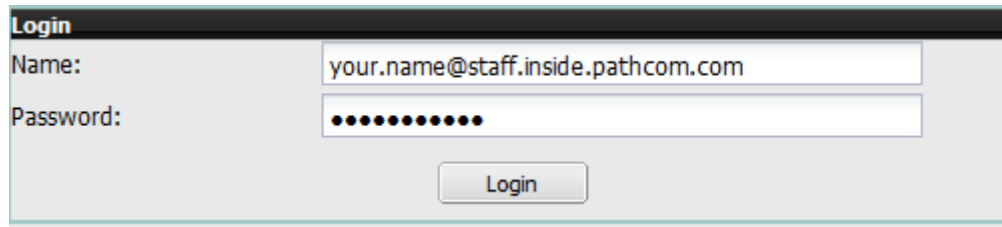
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Logging in to FortiMail

To log in to FortiMail:

1. In your browser, type <https://securemail.myexchange.ca/mail/> and press enter.
2. In the **Name** field, enter your username followed by your company domain.
3. In the **Password** field, enter your password.
4. Click **Login**.

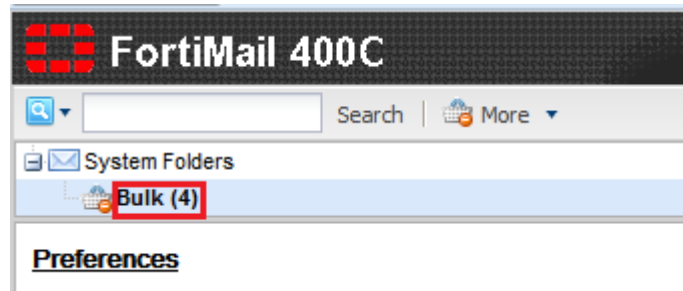


The screenshot shows a web-based login form for FortiMail. At the top, there is a black header bar with the word "Login" in white. Below the header, the form has a light gray background. On the left side, the labels "Name:" and "Password:" are displayed in a dark gray font. To the right of "Name:", there is a text input field containing the email address "your.name@staff.inside.pathcom.com". To the right of "Password:", there is a password input field filled with black dots. Below these two input fields, centered horizontally, is a button with the text "Login" in a dark gray font.

Viewing items in your quarantine

To view an item in your personal quarantine:

1. Log in to FortiMail.
2. Expand the **System Folders** pane and then click **Bulk**. (This might be already done for you).



All items in your quarantine will now be displayed.

Bulk

Delete

Save As

Release

Mark As Read

Mark As Unread

Page 1

Records per page: 25

Save View

Quick filter: Unreleased

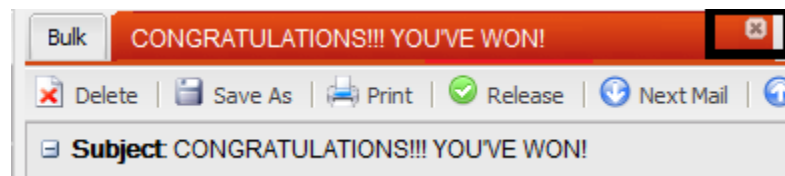
Total: 4

	From	Subject		Size (KB)
	Spammer	Spammer applied for your vacancy	Wed, 05 Nov 2014 19:36:42 EST	371
	Fake user	CONGRATULATIONS!!! YOU'VE WON!	Wed, 05 Nov 2014 17:15:39 EST	163
	John S	John S applied for your vacancy	Wed, 05 Nov 2014 16:25:21 EST	49
	Mr. Smith	I need help! Send me money now!!!!?!!	Wed, 05 Nov 2014 14:43:16 EST	47

To open an item in your personal quarantine:

3. Double-click the item that you would like to open.

To close an opened item click the “X” in the top right corner of the open message tab.

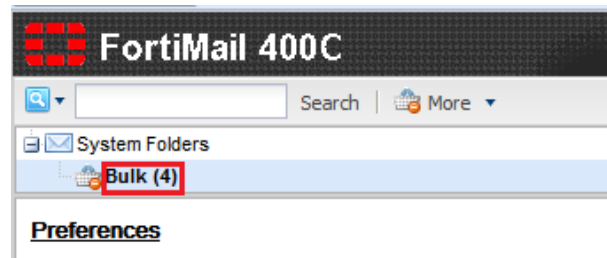


Releasing items from your quarantine

Sometimes messages are incorrectly marked as spam and moved into quarantine. When you **Release** an item it will be removed from your quarantine and placed in your inbox.

To release an item from your quarantine:

1. Log in to FortiMail.
2. Expand the **System Folders** pane and then click **Bulk**. (This might be already done for you).

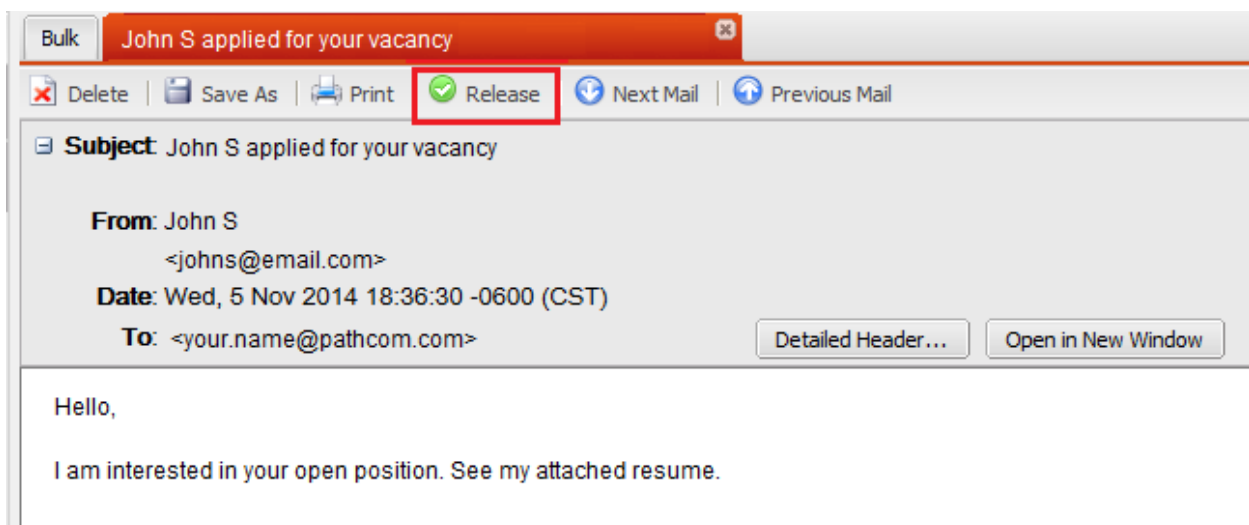


All items in your quarantine will now be displayed.

A screenshot of the 'Bulk' view in the FortiMail interface. It shows a table of quarantined items with columns for From, Subject, Date, and Size (KB). The table contains four rows of data. Above the table are navigation controls like 'Page 1 / 1', 'Records per page: 25', and a 'Quick filter: Unreleased' dropdown. A toolbar at the top includes 'Delete', 'Save As', 'Release', 'Mark As Read', and 'Mark As Unread'.

	From	Subject	Date	Size (KB)
	Spammer	Spammer applied for your vacancy	Wed, 05 Nov 2014 19:36:42 EST	371
	Fake user	CONGRATULATIONS!!! YOU'VE WON!!	Wed, 05 Nov 2014 17:15:39 EST	163
	John S	John S applied for your vacancy	Wed, 05 Nov 2014 16:25:21 EST	49
	Mr. Smith	I need help! Send me money now!!!!?!!	Wed, 05 Nov 2014 14:43:16 EST	47

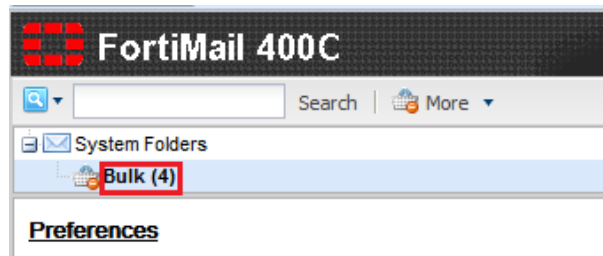
3. Double-click an item to verify its contents.
4. If the item is safe, click **Release**.



Releasing multiple items from your quarantine

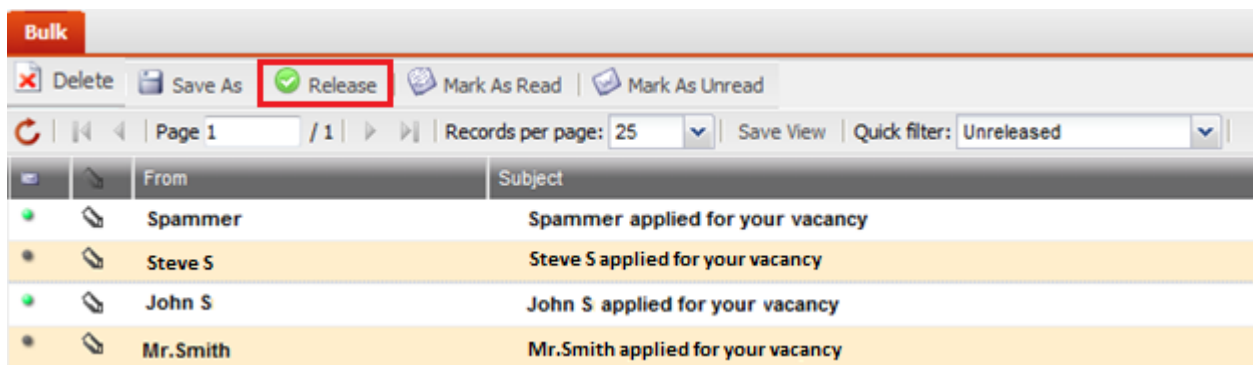
To release more than one item from your personal quarantine:

1. Log in to FortiMail.
2. Expand the **System Folders** pane and then click **Bulk**. (This might be already done for you).



All items in your quarantine will now be displayed.

3. Select all of the items that you would like to release (Select an item and hold the Shift key to select consecutive items **OR** select an item and hold the Ctrl key to manually select items).
4. Click **Release**.



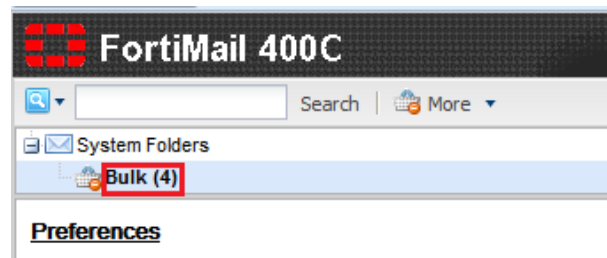
Deleting an item from your quarantine

To delete an item from your personal quarantine perform one of the following options.

Option 1

To delete an item from your personal quarantine:

1. Log in to FortiMail.
2. Expand the **System Folders** pane and then click **Bulk**. (This might be already done for you).



All items in your quarantine will now be displayed.

A screenshot of the 'Bulk' action menu in the FortiMail interface. The menu is open, showing various actions: Delete, Save As, Release, Mark As Read, and Mark As Unread. Below the menu, there's a table of items in the quarantine. The table has columns for 'From', 'Subject', 'Date', and 'Size (KB)'. There are four items listed: 'Spammer', 'Fake user', 'John S', and 'Mr. Smith'. The 'Delete' button is highlighted with a red box.

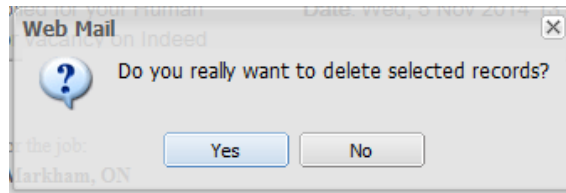
From	Subject	Date	Size (KB)
Spammer	Spammer applied for your vacancy	Wed, 05 Nov 2014 19:36:42 EST	371
Fake user	CONGRATULATIONS!!! YOU'VE WON!	Wed, 05 Nov 2014 17:15:39 EST	163
John S	John S applied for your vacancy	Wed, 05 Nov 2014 16:25:21 EST	49
Mr. Smith	I need help! Send me money now!!!!??!!	Wed, 05 Nov 2014 14:43:16 EST	47

3. Select one of the listed items (single-click) and then click **Delete**.

A screenshot of the 'Bulk' action menu in the FortiMail interface. The menu is open, showing various actions: Delete, Save As, Release, Mark As Read, and Mark As Unread. The 'Delete' button is highlighted with a red box. Below the menu, there's a table of items in the quarantine. The table has columns for 'From', 'Subject', 'Date', and 'Size (KB)'. There are four items listed: 'Spammer', 'Fake user', 'John S', and 'Mr. Smith'. The 'Delete' button is highlighted with a red box.

From	Subject	Date	Size (KB)
Spammer	Spammer applied for your vacancy	Wed, 05 Nov 2014 19:36:42 EST	371
Fake user	CONGRATULATIONS!!! YOU'VE WON!	Wed, 05 Nov 2014 17:15:39 EST	163
John S	John S applied for your vacancy	Wed, 05 Nov 2014 16:25:21 EST	49
Mr. Smith	I need help! Send me money now!!!!??!!	Wed, 05 Nov 2014 14:43:16 EST	47

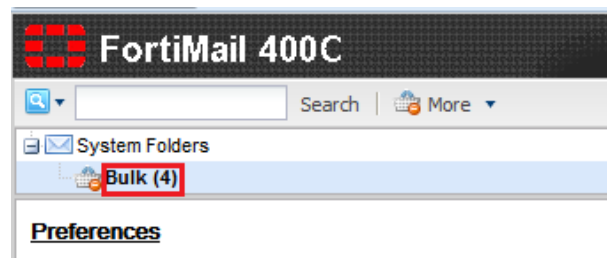
4. When prompted, click **Yes**.



Option 2

To delete an item from your personal quarantine:

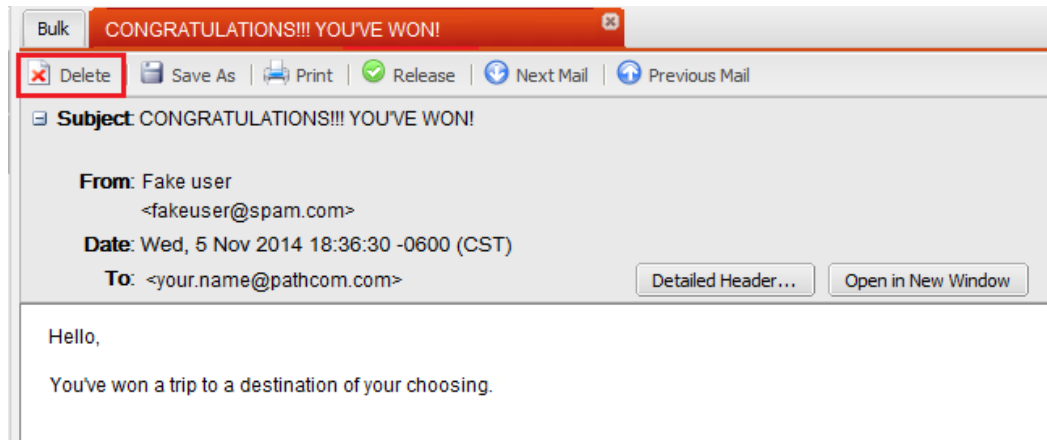
1. Log in to FortiMail.
2. Expand the **System Folders** pane and then click **Bulk**. (This might be already done for you).



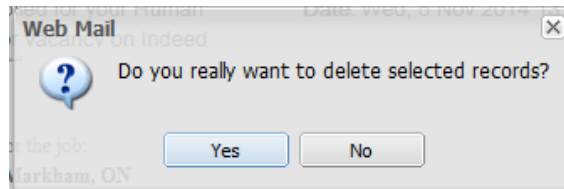
All items in your quarantine will now be displayed.

Bulk					
		Page 1	/ 1		
			Records per page: 25		Quick filter: Unreleased
					Total: 4
	From	Subject		Size (KB)	
	Spammer	Spammer applied for your vacancy		Wed, 05 Nov 2014 19:36:42 EST	371
	Fake user	CONGRATULATIONS!!! YOU'VE WON!		Wed, 05 Nov 2014 17:15:39 EST	163
	John S	John S applied for your vacancy		Wed, 05 Nov 2014 16:25:21 EST	49
	Mr. Smith	I need help! Send me money now!!!!??!!		Wed, 05 Nov 2014 14:43:16 EST	47

3. Double-click one of the listed items.
4. Review the contents of the message, if the message is spam click **Delete**.



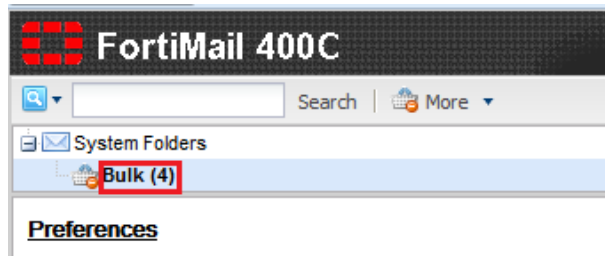
5. When prompted, click **Yes**.



Deleting multiple items from your quarantine

To delete more than one item from your personal quarantine:

5. Log in to FortiMail.
6. Expand the **System Folders** pane and then click **Bulk**. (This might be already done for you).



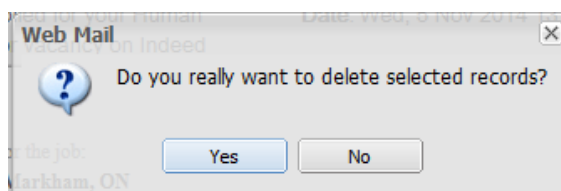
All items in your quarantine will now be displayed.

	From	Subject	Date	Size (KB)
<input checked="" type="checkbox"/>	Spammer	Spammer applied for your vacancy	Wed, 05 Nov 2014 19:36:42 EST	371
<input checked="" type="checkbox"/>	Fake user	CONGRATULATIONS!!! YOU'VE WON!	Wed, 05 Nov 2014 17:15:39 EST	163
<input checked="" type="checkbox"/>	John S	John S applied for your vacancy	Wed, 05 Nov 2014 16:25:21 EST	49
<input checked="" type="checkbox"/>	Mr. Smith	I need help! Send me money now!!!!?!!	Wed, 05 Nov 2014 14:43:16 EST	47

7. Select all of the items that you would like to delete (Select an item and hold the Shift key to select consecutive items **OR** select an item and hold the Ctrl key to manually select items).
8. Click **Delete**.

	From	Subject
<input checked="" type="checkbox"/>	Spammer	Spammer applied for your vacancy
<input checked="" type="checkbox"/>	Fake user	CONGRATULATIONS!!! YOU'VE WON!
<input checked="" type="checkbox"/>	John S	John S applied for your vacancy
<input checked="" type="checkbox"/>	Mr. Smith	I need help! Send me money now!!!!?!!

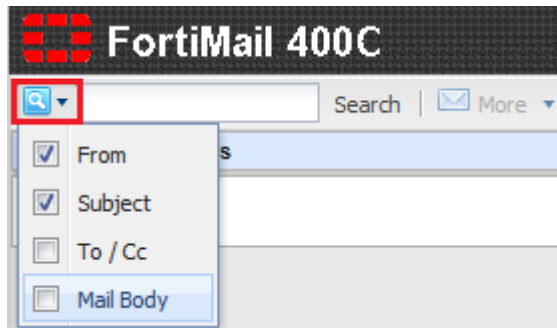
9. When prompted, click **Yes**.



Searching for emails in your quarantine

To search for a specific email in your personal quarantine:

1. Log in to FortiMail.
2. Click the Search icon and then select the applicable checkboxes.



3. After you have selected the applicable checkboxes, type your query in the search bar and then click **Search**.



Your search results should appear.

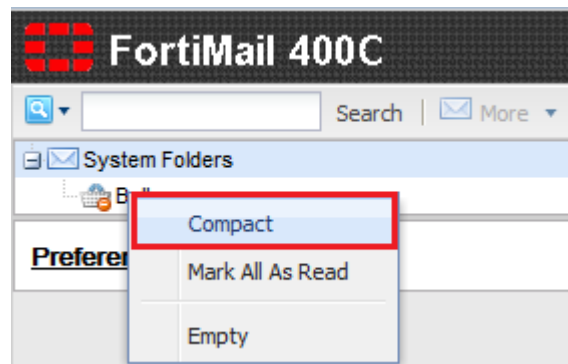
Compacting your quarantine records

When you delete an email, it will be queued for removal and it will still consume disk space for a short period of time. Compacting an email reduces the amount of disk space that is being used.

To compact your personal quarantine records perform one of the following options:

Option 1

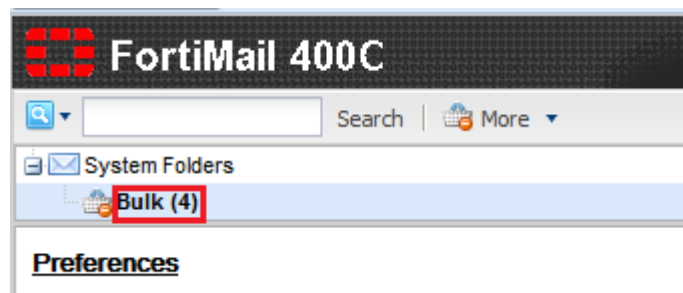
1. Log in to FortiMail.
2. Expand the **System Folders** pane and then right-click **Bulk**.
3. Click **Compact**.



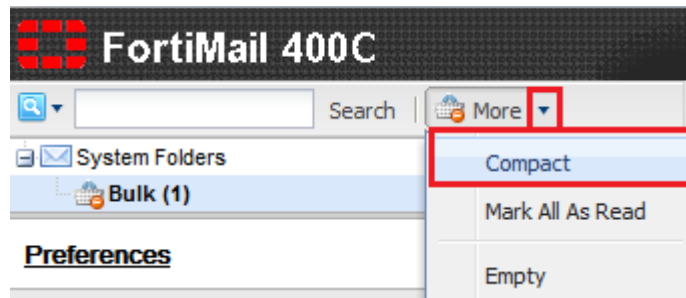
FortiMail will compact all of your deleted emails.

Option 2

1. Log in to FortiMail.
2. Expand the **System Folders** pane and click **Bulk**. (This might be already done for you).



3. Click the drop-down arrow beside **More**.
4. Click **Compact**.



FortiMail will compact all of your deleted emails.

Emptying your quarantine

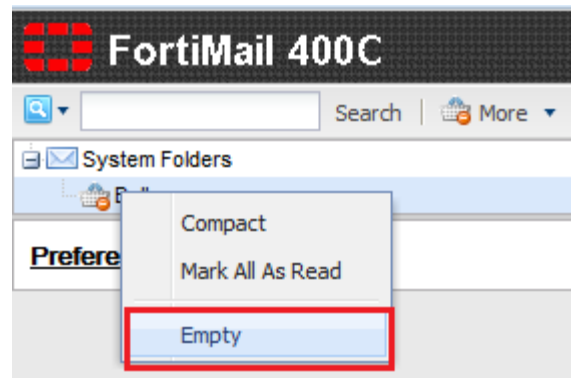
When you empty your quarantine, all items in your quarantine will be removed.

To empty your personal quarantine perform one of the following options:

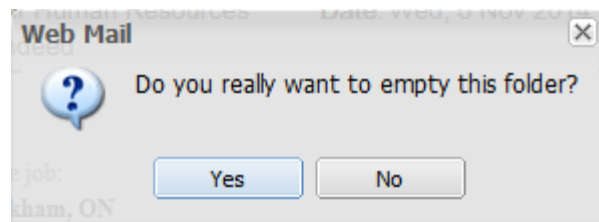
Option 1

To empty your personal quarantine:

1. Log in to FortiMail.
2. Expand the **System Folders** pane and then right-click **Bulk**.
3. Click **Empty**.

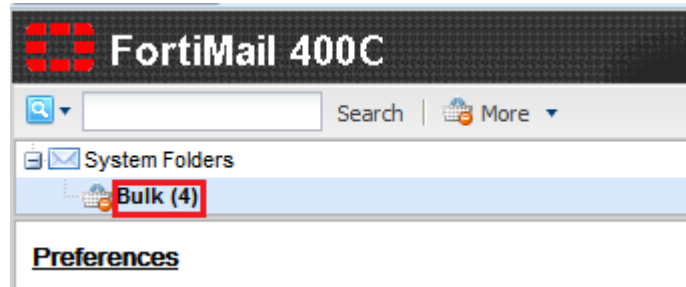


4. When prompted, click **Yes**.

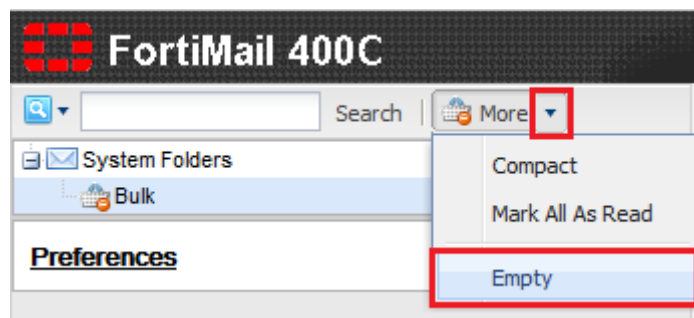


Option 2

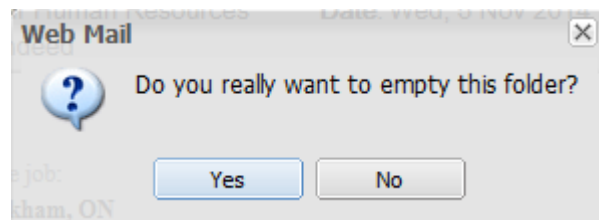
1. Log in to FortiMail.
2. Expand the **System Folders** pane and click **Bulk**. (This might be already done for you).



3. Click the drop-down arrow beside **More**.
4. Click **Empty**.



5. When prompted, click **Yes**.



Valid and invalid black list/white list entry formats

Acceptable input for black list and white list entries may include:

- Complete or partial IP addresses.
- Complete or partial domain names.
- Complete or partial email addresses.

Parts of domain names (i.e. *pathcom.com*) and parts of user names (i.e. *user5*) can use wildcards (? and *)

Here are some examples of valid black list and white list entries for clarification:

Example	Explanation
<i>123.111.1</i>	Email from the IP address <i>123.111.1</i>
<i>pathcom.com</i>	Email from any sender at <i>pathcom.com</i>
<i>username@pathcom.com</i>	Email from the sender <i>username@pathcom.com</i>
<i>?sales@pathcom.com</i>	Email from any sender name ending in <i>sales@pathcom.com</i>
<i>*@pathcom.com</i>	Email from any sender at <i>pathcom.com</i>
<i>username@pathcom.com</i>	Email from the sender <i>username</i> at domains like <i>pathcon.com</i> , <i>pathcol.com</i> , <i>pathcop.com</i> (The ? wildcard allows you to whitelist or blacklist misspelled domains)
<i>username@*.com</i>	Email from the sender <i>username</i> at any <i>.com</i> domain.

The following are unacceptable formats:

- *123.11.1.1*
- *123.11.1.1/11*
- *@spam.example.com*

Configuring your black lists

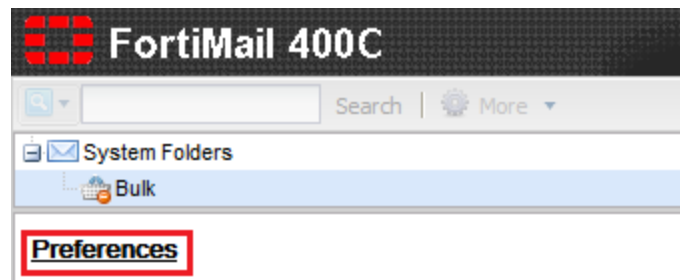
From **Preferences** you can add, modify, delete, backup, and restore personal black lists.

Adding an entry to your black list

Black listing is when emails from certain email addresses, domains, or IPs are blocked.

To create a black list entry:

1. Log in to FortiMail.
2. Click **Preferences**.



3. Locate the **Antispam Management** section and then click **Black...**

Preferences

User Preference

Identity

Display name:

General

Time zone:

Language:

Idle timeout:

Message preview: ☒ On ☐ Off

Tag: Email...

Antispam Management

Black/White lists: Black... White...

Add outgoing email addresses to White list: ☐ On ☒ Off

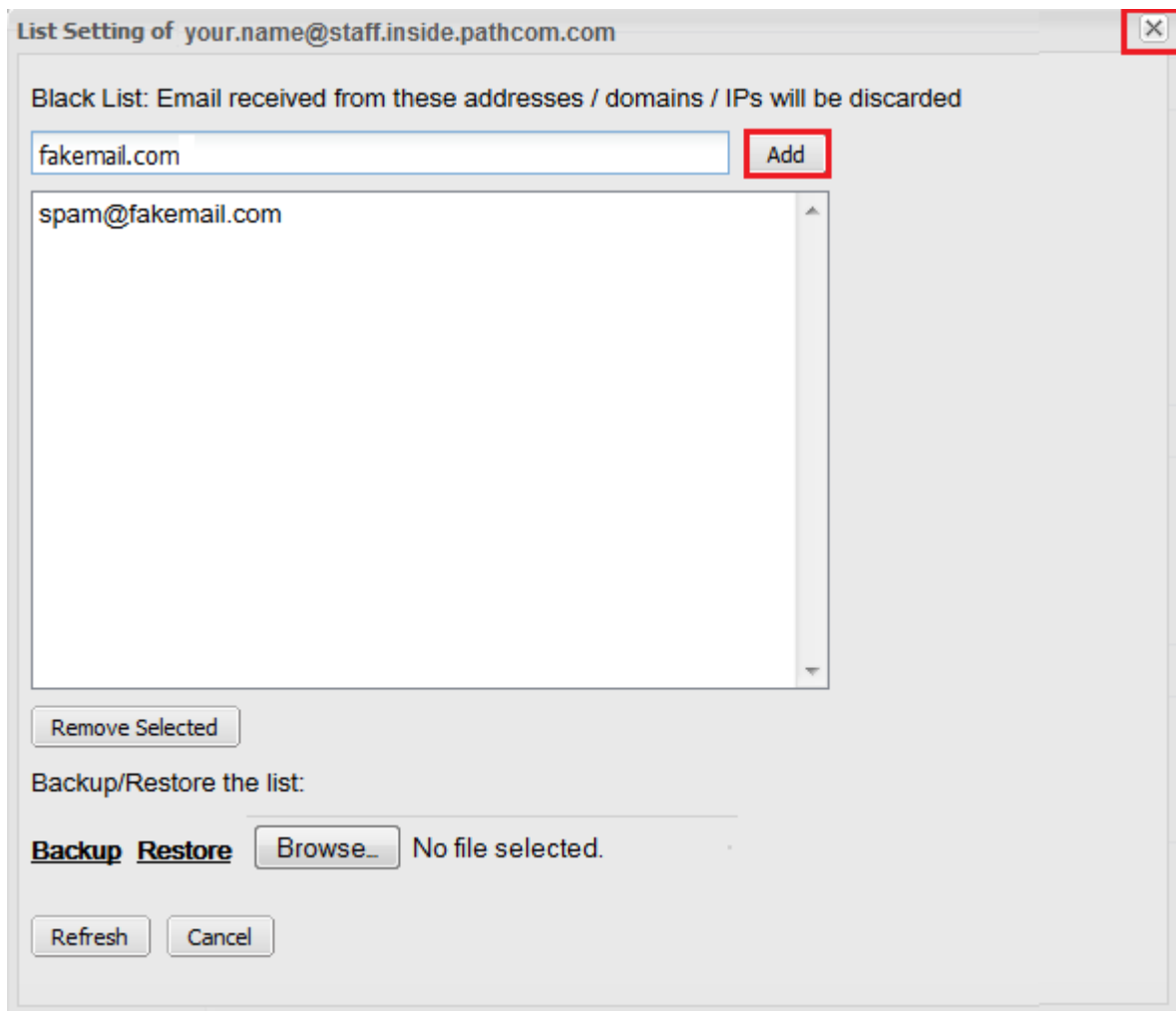
Receive spam report: ☒ On ☐ Off

Account Management

Primary accounts: None

Secondary accounts: None

4. In the field located to the left of the **Add** button, enter the email address, domain name, or IP address of the sender.
5. Click **Add**.
6. When you are finished close the window (Click the “X” in the top right corner).

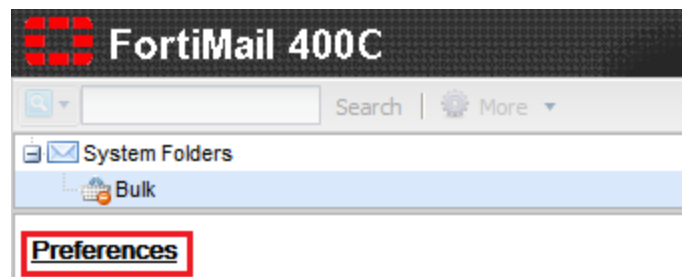


Removing an entry from your black list

When you remove an email address, domain, or IP from your black list, messages from the specified email address, domain, or IP will no longer be blocked.

To remove a black list entry:

1. Log in to FortiMail.
2. Click **Preferences**.



3. Locate the **Antispam Management** section and then click **Black...**

Preferences

User Preference

Identity

Display name:

General

Time zone: ▼

Language: ▼

Idle timeout: ▼

Message preview: ☒ On ☐ Off

Tag: Email...

Antispam Management

Black/White lists: **Black...** White...

Add outgoing email addresses to White list: ☐ On ☒ Off

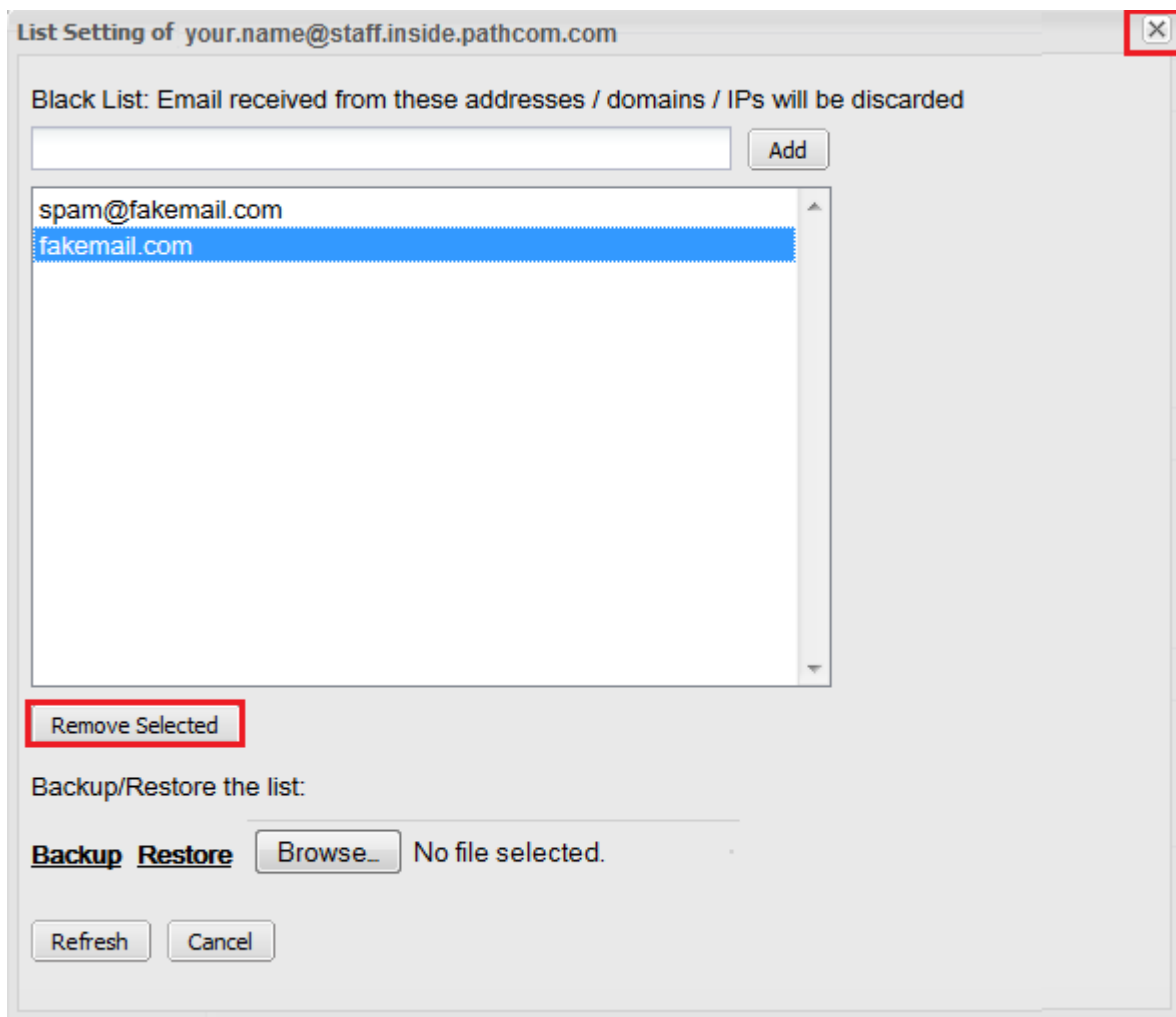
Receive spam report: ☒ On ☐ Off

Account Management

Primary accounts: None

Secondary accounts: None

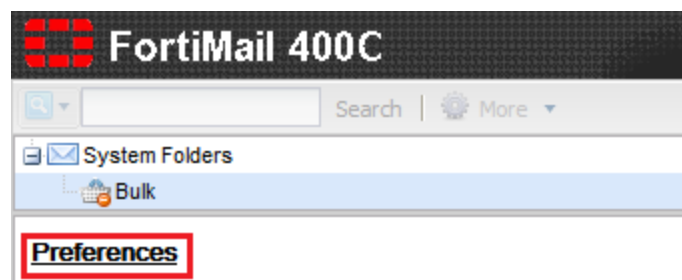
4. Select an entry from the list.
5. Click **Removed Selected**.
6. When you are finished close the window (Click the **"X"** in the top right corner).



Backing up a black list

To back up a black list:

1. Log in to FortiMail.
2. Click **Preferences**.



3. Locate the **Antispam Management** section and then click **Black...**

The screenshot shows the 'User Preference' dialog box with the 'Antispam Management' section highlighted by a red rectangle. The 'Black...' button is also highlighted with a red box. The 'General' section shows settings for Time zone, Language, Idle timeout, Message preview, and Tag. The 'Account Management' section shows Primary and Secondary accounts.

Preferences

User Preference

Identity

Display name: Firstname Lastname

General

Time zone: (GMT-5:00)Eastern Time(US & Canada)

Language: English

Idle timeout: 1 hour

Message preview: ☒ On ☐ Off

Tag: Email...

Antispam Management

Black/White lists: **Black...** White...

Add outgoing email addresses to White list: ☐ On ☒ Off

Receive spam report: ☒ On ☐ Off

Account Management

Primary accounts: None

Secondary accounts: None

Apply Cancel

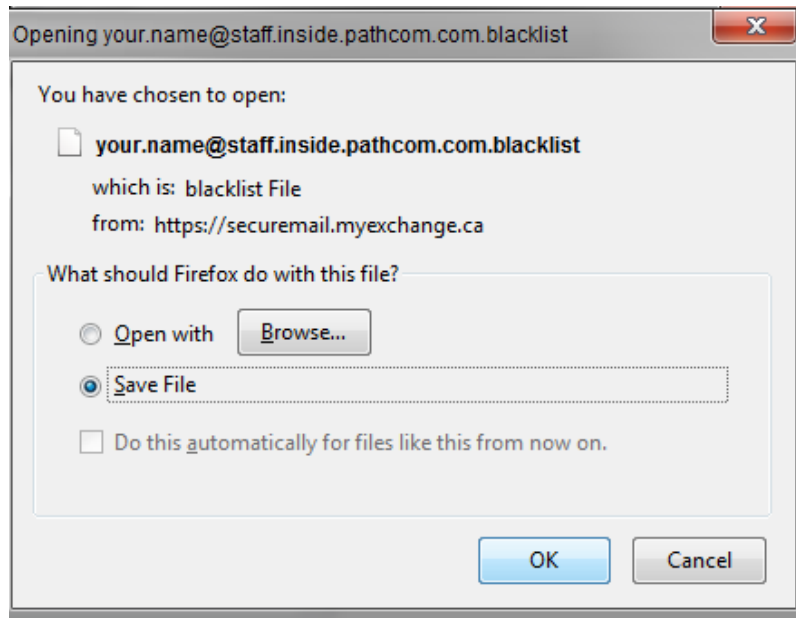
4. Click **Backup**.

The screenshot shows the 'Backup/Restore the list' dialog box. The 'Backup' button is highlighted with a red box. The dialog box contains buttons for 'Backup', 'Restore', and 'Browse...', and a text field showing 'No file selected.'.

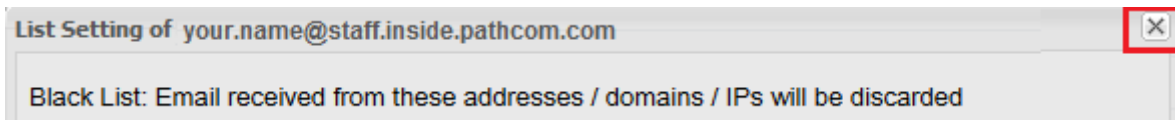
Backup/Restore the list:

Backup Restore Browse... No file selected.

5. If prompted, select a location to save the black list to, then click **OK**.



6. When you are finished close the window (Click the “X” in the top right corner).

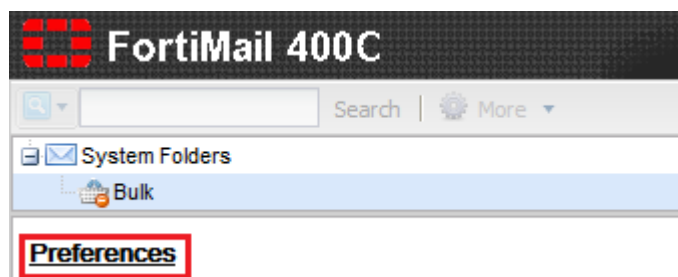


Restoring a black list

NOTE: You can only restore lists that have already been backed up.

To restore a black list:

1. Log in to FortiMail.
2. Click **Preferences**.



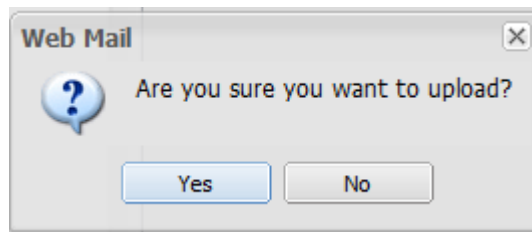
3. Locate the **Antispam Management** section and then click **Black...**

The screenshot shows the 'User Preference' dialog box with the 'Antispam Management' section highlighted by a red rectangle. The 'Identity' section has a 'Display name' field with the placeholder 'Firstname Lastname'. The 'General' section includes a 'Time zone' dropdown set to '(GMT-5:00)Eastern Time(US & Canada)', a 'Language' dropdown set to 'English', an 'Idle timeout' dropdown set to '1 hour', a 'Message preview' section with 'On' selected, and a 'Tag' field set to 'Email...'. The 'Antispam Management' section contains 'Black/White lists:' with 'Black...' and 'White...' links, 'Add outgoing email addresses to White list:' with 'Off' selected, and 'Receive spam report:' with 'On' selected. The 'Account Management' section shows 'Primary accounts: None' and 'Secondary accounts: None'. At the bottom are 'Apply' and 'Cancel' buttons.

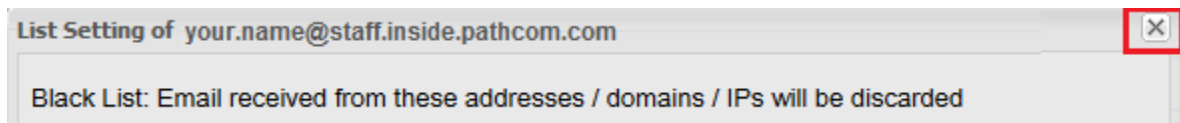
4. Click **Browse**, locate and select the black list file that you want to restore, and then click **Open**.
5. Click **Restore**.

The screenshot shows the 'Backup/Restore the list' dialog box. It has a 'Backup' button and a 'Restore' button, with 'Restore' highlighted by a red rectangle. There is a 'Browse...' button and a text field containing 'your.name@staff.inside.pathcom.com.blacklist'. At the bottom are 'Refresh' and 'Cancel' buttons.

6. When prompted, click **Yes**.



7. When you are finished close the window (Click the "X" in the top right corner).



Configuring your white lists

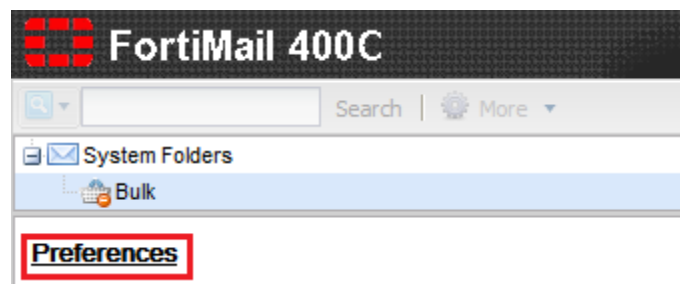
From **Preferences** you can add, modify, delete, backup, and restore personal white lists.

Adding an entry to your white list

White listing is when you allow emails from certain email addresses, domains, or IPs to be delivered to your inbox.

To create a white list entry:

1. Log in to FortiMail.
2. Click **Preferences**.



3. Locate the **Antispam Management** section and then click **White...**

Preferences

User Preference

Identity

Display name:

General

Time zone:

Language:

Idle timeout:

Message preview: ☒ On ☐ Off

Tag: **Email...**

Antispam Management

Black/White lists: **Black...** **White...**

Add outgoing email addresses to White list: ☐ On ☒ Off

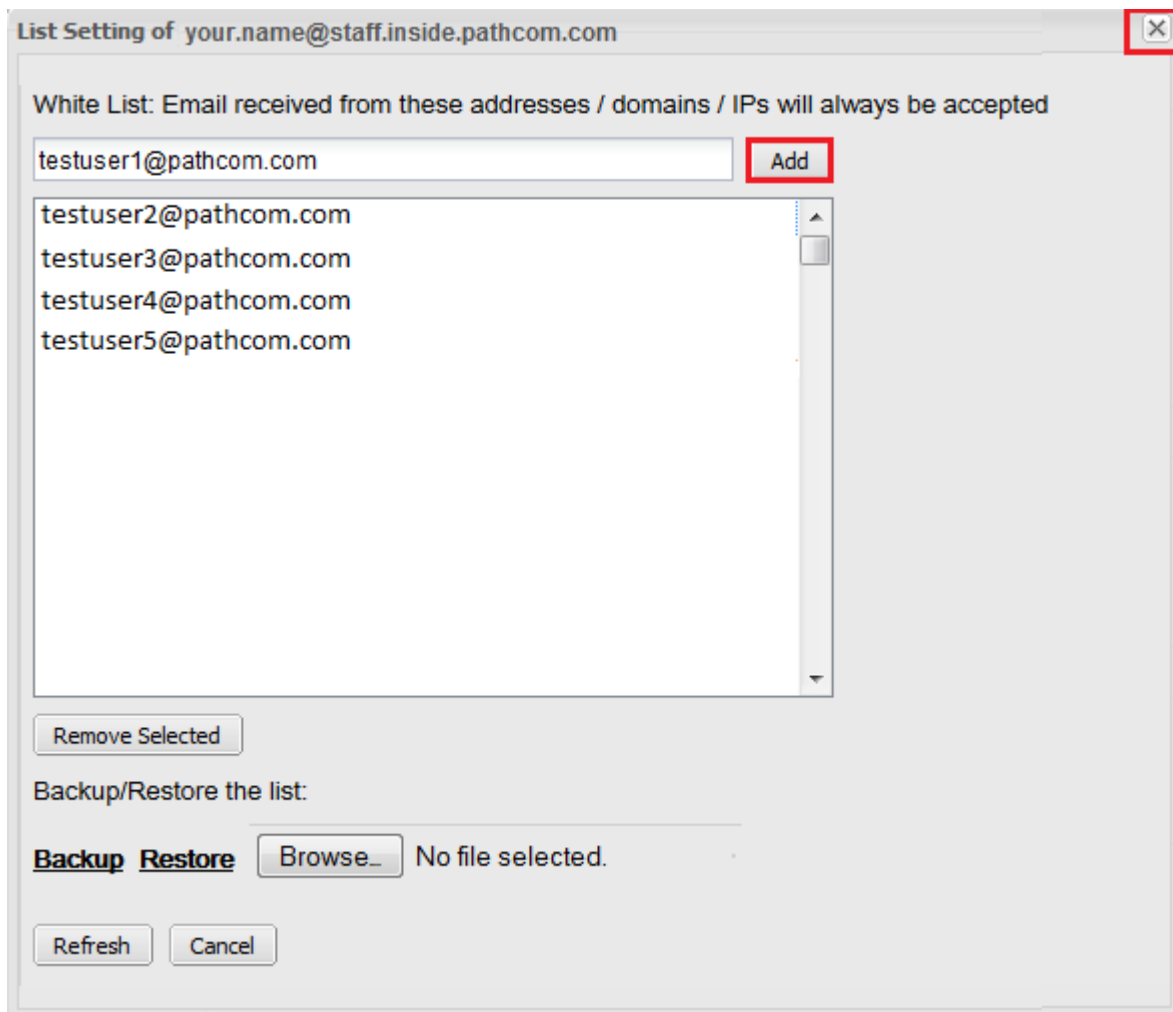
Receive spam report: ☒ On ☐ Off

Account Management

Primary accounts: None

Secondary accounts: **None**

4. In the field located to the left of the **Add** button, enter the email address, domain name, or IP address of the sender.
5. Click **Add**.
6. When you are finished close the window (Click the “X” in the top right corner).

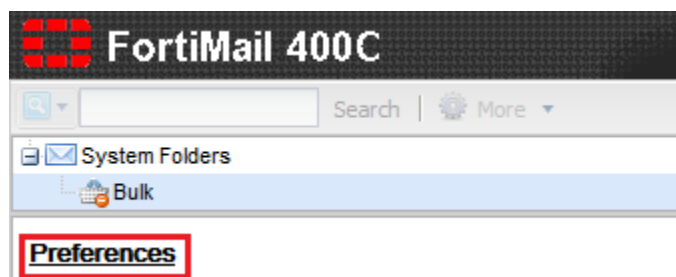


Removing an entry from your white list

When you remove an email address, domain, or IP from your white list, messages from the specified email address, domain, or IP will be blocked.

To remove a white list entry:

1. Log in to FortiMail.
2. Click **Preferences**.



3. Locate the **Antispam Management** section and then click **White...**

Preferences

User Preference

Identity

Display name:

General

Time zone:

Language:

Idle timeout:

Message preview: ☒ On ☐ Off

Tag: Email...

Antispam Management

Black/White lists: Black... **White...**

Add outgoing email addresses to White list: ☐ On ☒ Off

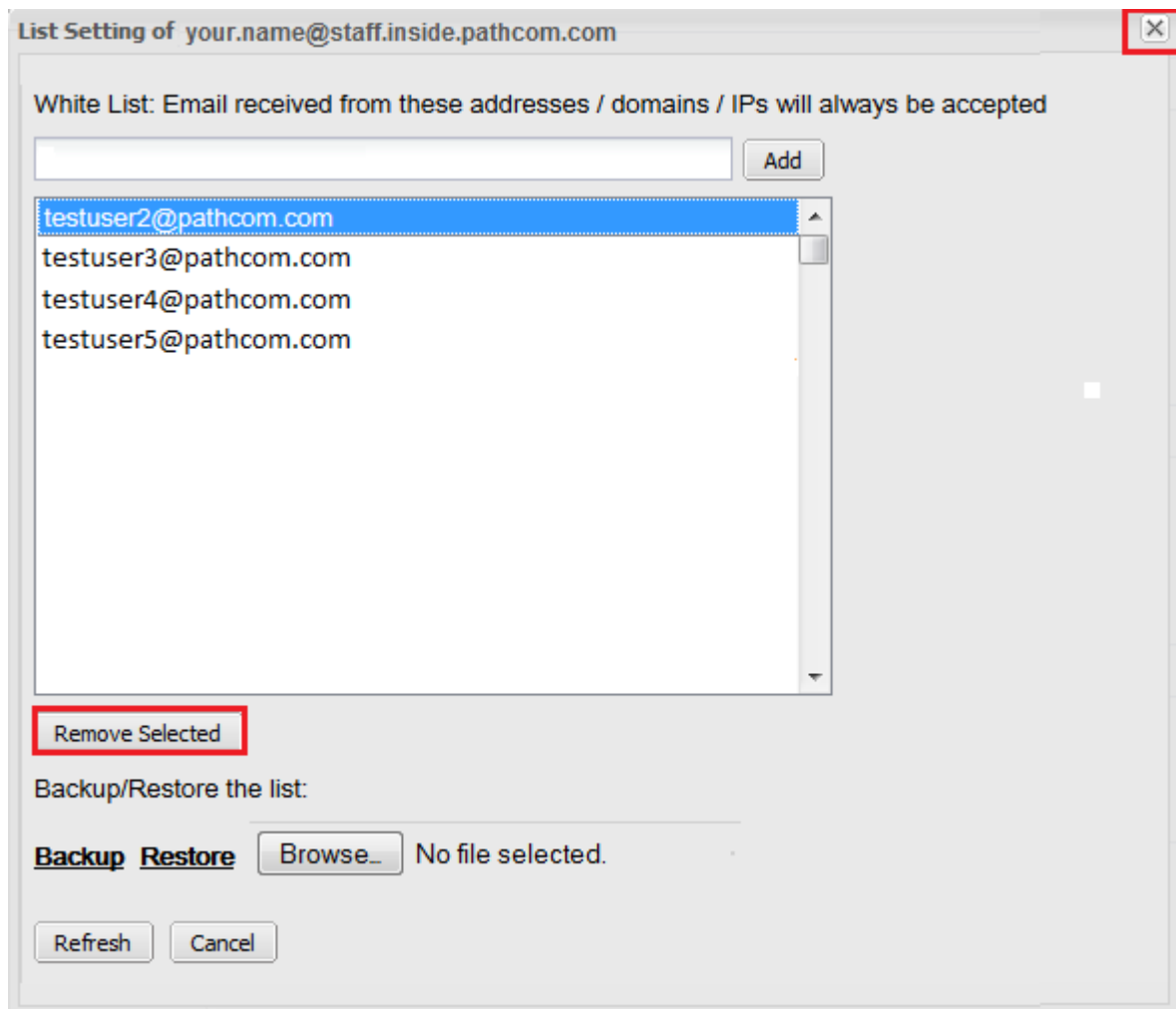
Receive spam report: ☒ On ☐ Off

Account Management

Primary accounts: None

Secondary accounts: None

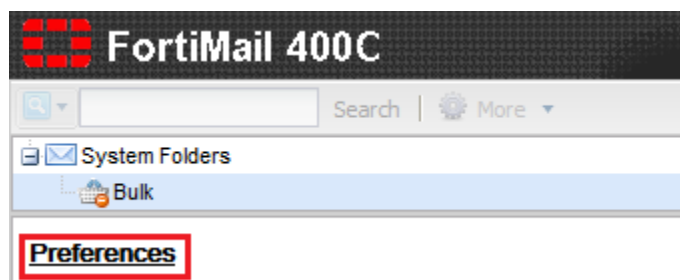
4. Select an entry from the list.
5. Click **Removed Selected**.
6. When you are finished close the window (Click the **"X"** in the top right corner).



Backing up a white list

To back up a white list:

7. Log in to FortiMail.
8. Click **Preferences**.



9. Locate the **Antispam Management** section and then click **White...**

Preferences

User Preference

Identity

Display name:

General

Time zone:

Language:

Idle timeout:

Message preview: ☒ On ☐ Off

Tag: **Email...**

Antispam Management

Black/White lists: **Black...** **White...**

Add outgoing email addresses to White list: ☐ On ☒ Off

Receive spam report: ☒ On ☐ Off

Account Management

Primary accounts: None

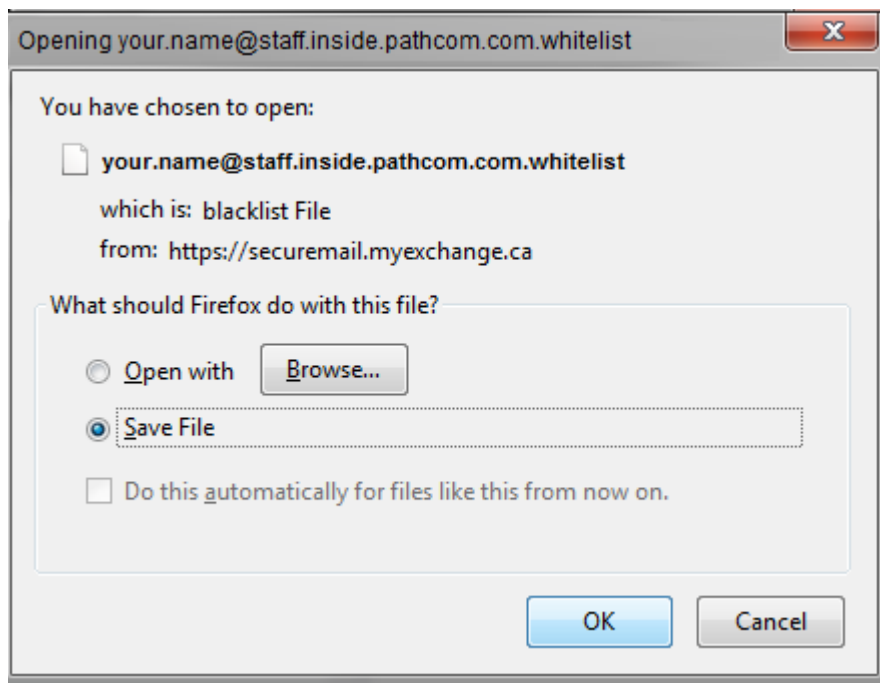
Secondary accounts: **None**

10. Click **Backup**.

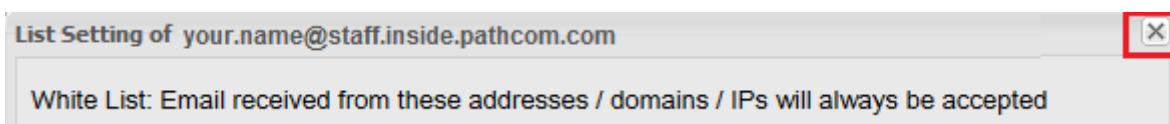
Backup/Restore the list:

Backup **Restore** No file selected.

11. If prompted, select a location to save the black list to, then click **OK**.



12. When you are finished close the window (Click the “X” in the top right corner).

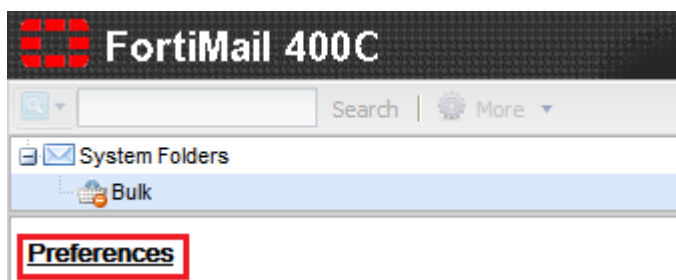


Restoring a white list

NOTE: You can only restore lists that have already been backed up.

To restore a white list:

8. Log in to FortiMail.
9. Click **Preferences**.



10. Locate the **Antispam Management** section and then click **White...**

Preferences

User Preference

Identity

Display name:

General

Time zone:

Language:

Idle timeout:

Message preview: ☒ On ☐ Off

Tag: Email...

Antispam Management

Black/White lists: Black... White...

Add outgoing email addresses to White list: ☐ On ☒ Off

Receive spam report: ☒ On ☐ Off

Account Management

Primary accounts: None

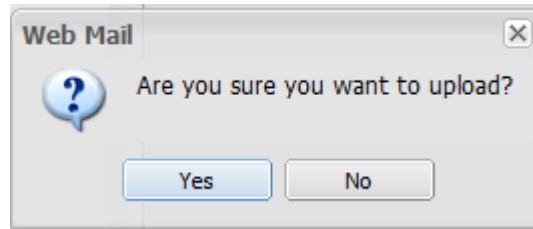
Secondary accounts: None

11. Click **Browse**, locate and select the white list file that you want to restore, and then click **Open**.
12. Click **Restore**.

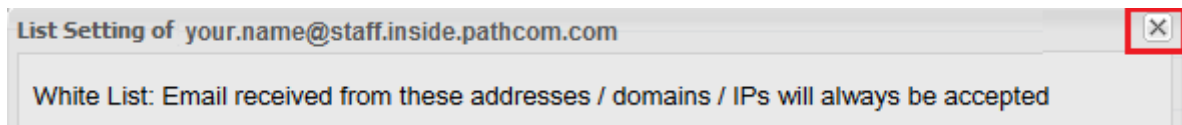
Backup/Restore the list:

Backup Restore your.name@staff.inside.pathcom.com.whitelist

13. When prompted, click **Yes**.



14. When you are finished close the window (Click the "X" in the top right corner).

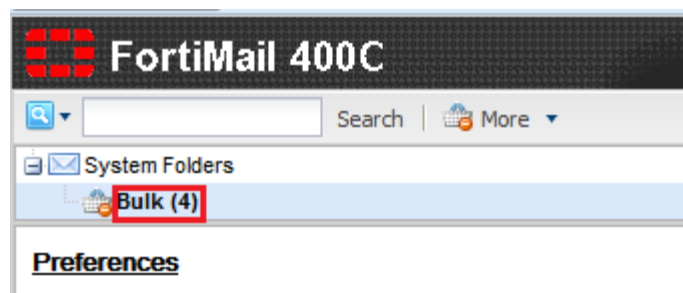


Using the Quick filter tool

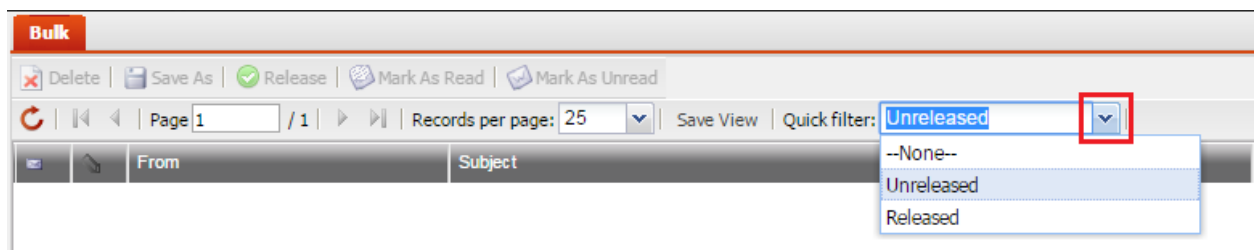
Quick filter lets you sort through your unreleased and released mail.

To access the Quick filter:

1. Log in to FortiMail.
2. Expand the **System Folders** pane and click **Bulk**. (This might be already done for you).



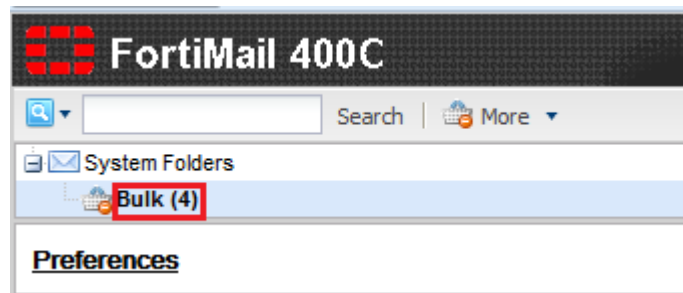
3. Locate the Quick filter and click the drop-down arrow to select a filter option.



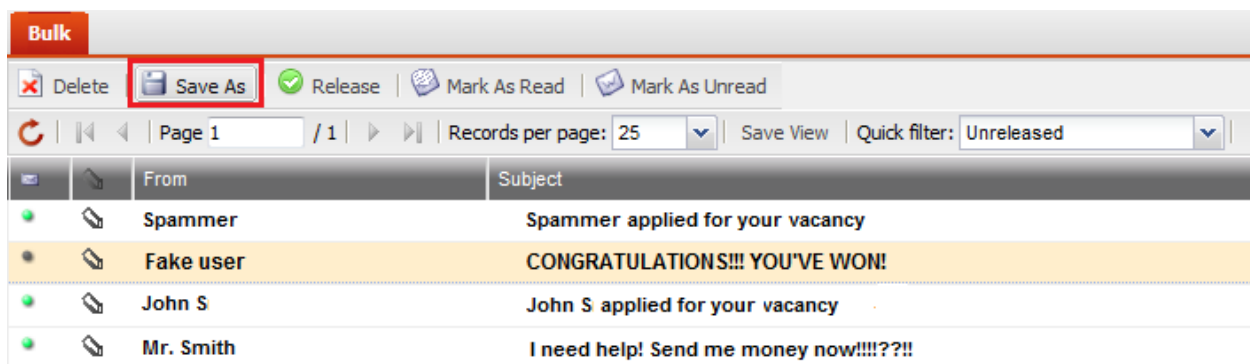
Saving a quarantined item to a different location

To open a selected email in another window, or to save it to another location:

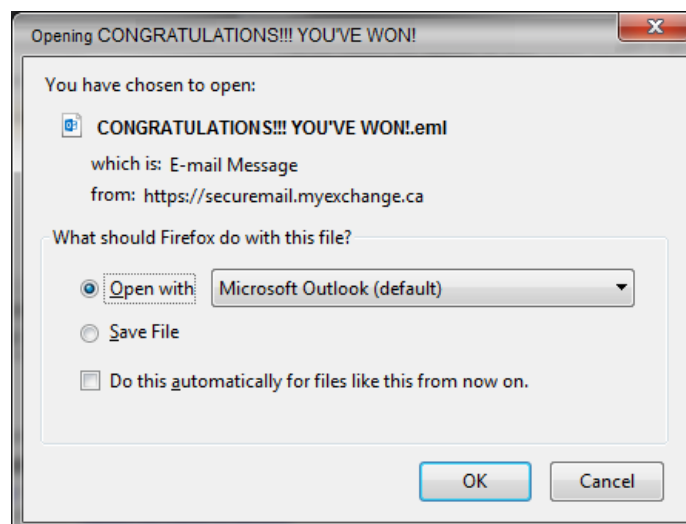
1. Log in to FortiMail.
2. Expand the **System Folders** pane and then click **Bulk**. (This might be already done for you).



3. Click the drop-down arrow beside **More**.
4. Select the email item that you would like to save and then click **Save As**.



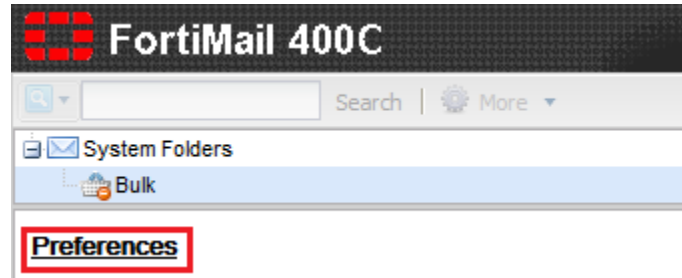
5. Specify whether you would like to open the file or save it locally.
6. Click **OK**.



Changing your general quarantine preferences

To change your general quarantine preferences:

1. Log in to FortiMail.
2. Click **Preferences**.



3. In the **Display name** field, enter a display name for yourself.
4. From the **Time zone** dropdown list, select your time zone.
5. From the **Language** dropdown list, select a language.
6. From the **Idle timeout** dropdown list, select the amount of time to remain idle before timing out.
7. Specify whether or not you would like **Message previews** to appear.
8. Click **Apply**.

Preferences

User Preference

Identity

Display name:

General

Time zone:

Language:

Idle timeout:

Message preview: ☒ On ☐ Off

Tag: Email...

Antispam Management

Black/White lists: Black... White...

Add outgoing email addresses to White list: ☐ On ☒ Off

Receive spam report: ☒ On ☐ Off

Account Management

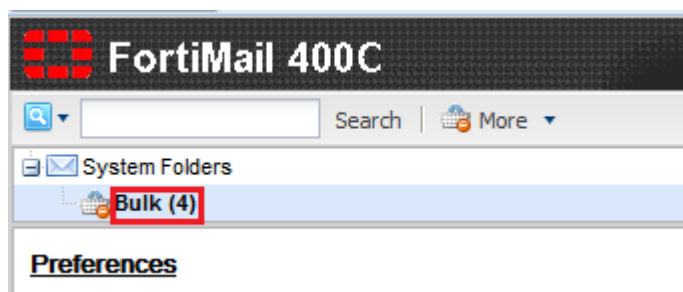
Primary accounts: None

Secondary accounts: None

Apply **Cancel**

To return to your quarantine:

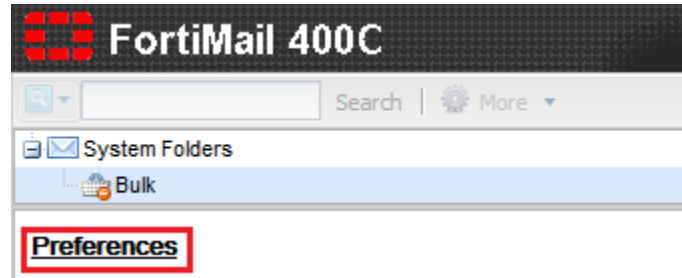
Expand the **System Folders** pane and then click **Bulk**.



Changing your Antispam Management preferences

To change your antispam management preferences:

1. Log in to FortiMail.
2. Click **Preferences**.



3. Locate the **Antispam Management** section.
4. Specific whether or not you would like to add outgoing email addresses to your white list.
5. Specific whether or not you would like to receive a spam report.
6. Click **Apply**.

Preferences

User Preference

Identity

Display name:

General

Time zone:

Language:

Idle timeout:

Message preview: ☒ On ☐ Off

Tag: Email...

Antispam Management

Black/White lists: Black... White...

Add outgoing email addresses to White list: ☐ On ☒ Off

Receive spam report: ☒ On ☐ Off

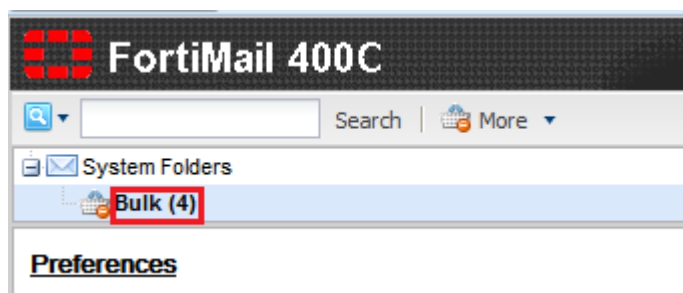
Account Management

Primary accounts: None

Secondary accounts: None

To return to your quarantine:

Expand the **System Folders** pane and then click **Bulk**.

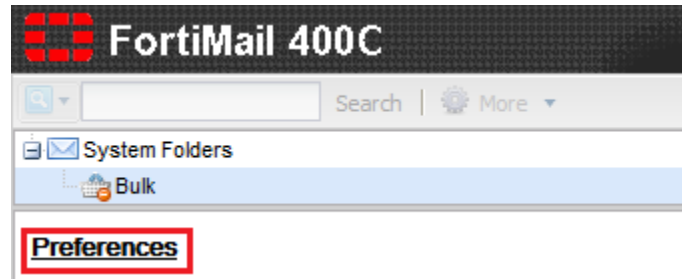


Adding a secondary email account

If you associate your primary email address with a secondary account you will also receive the quarantine messages belonging to that account.

To add a secondary account:

1. Log in to FortiMail.
2. Click **Preferences**.



3. Locate the **Account Management** section.
4. In the **Secondary Accounts** field, click **None**.

Preferences

User Preference

Identity

Display name:

General

Time zone:

Language:

Idle timeout:

Message preview: ☒ On ☐ Off

Tag: **Email...**

Antispam Management

Black/White lists: **Black...** **White...**

Add outgoing email addresses to White list: ☐ On ☒ Off

Receive spam report: ☒ On ☐ Off

Account Management

Primary accounts: None

Secondary accounts: **None**

5. In the **Email** field, enter the email address that you would like to add as a secondary account.
6. In the **Password** field, enter the password for the email address.
7. Click **Add**.
8. When you are finished close the window (Click the "X" in the top right corner).

List Setting of your.name@staff.inside.pathcom.com

Secondary Accounts: Quarantined messages of the listed accounts will be managed by this user.

Email Password **Add**

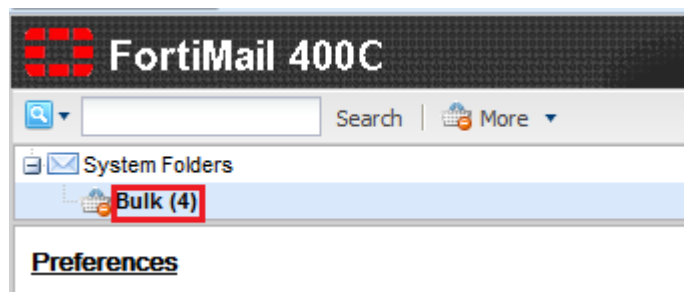
Remove Selected

Refresh **Cancel**

9. Click **Apply**.

To return to your quarantine:

Expand the **System Folders** pane and then click **Bulk**.

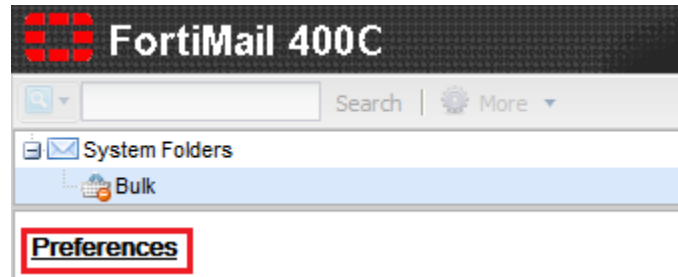


Removing a secondary email account

If you disassociate your primary email address from a secondary account you will no longer receive the quarantine messages belonging to that account.

To add a secondary account:

1. Log in to FortiMail.
2. Click **Preferences**.



3. Locate the **Account Management** section.
4. In the **Secondary Accounts** field, click **None**.

Preferences

User Preference

Identity

Display name:

General

Time zone:

Language:

Idle timeout:

Message preview: ☒ On ☐ Off

Tag: Email...

Antispam Management

Black/White lists: Black... White...

Add outgoing email addresses to White list: ☐ On ☒ Off

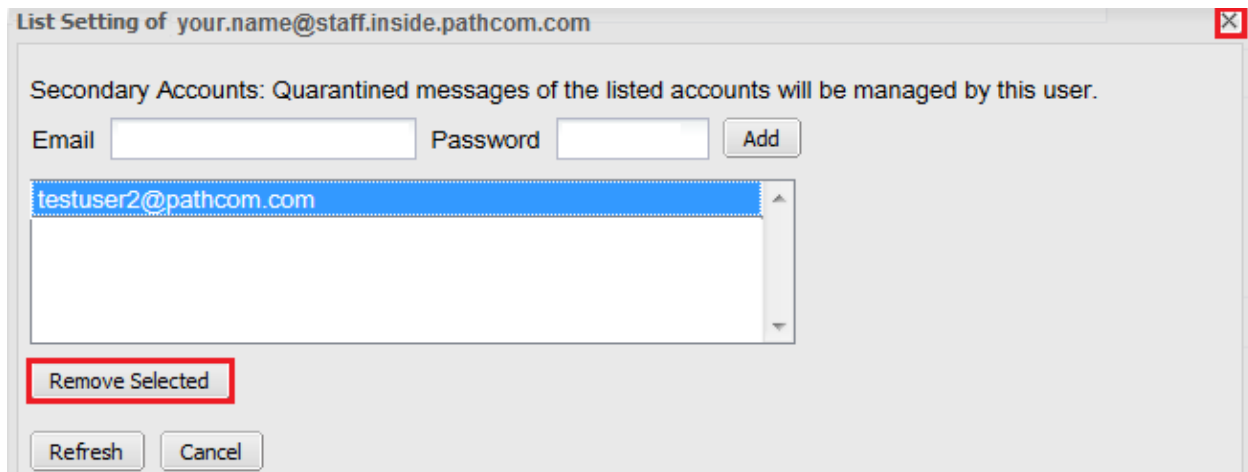
Receive spam report: ☒ On ☐ Off

Account Management

Primary accounts: None

Secondary accounts: None

5. Select an entry from the list.
6. Click **Remove Selected**.
7. When you are finished close the window (Click the “X” in the top right corner).



8. Click **Apply**.

To return to your quarantine:

Expand the **System Folders** pane and then click **Bulk**.

