

Technology Tip #6: Using Secluda (Anti-Spam Filter)

In an effort to minimize the amount of spam e-mail received everyday, SNHU's Department of Computing Resources recently rolled out the Secluda Anti-Spam Email filtering system to all staff and faculty. This system is designed such that the e-mail recipient teaches the system what to detain (aka block) and what to allow through to your inbox

Detailed instructions for using Secluda can be found at: www.snhu.edu/5561.asp.

Be sure to read through them as they contain more details about all the options & provide explanations for the settings.

Below are some general tips to help you use this new resource:

How Do I Access Secluda?

Go to: <http://secluda.snhu.edu/> in your web browser

What is My Login Information for Secluda?

Your login is the same as your login information for e-mail, e.g. your entire e-mail address (ie. t.smith@snhu.edu), and e-mail password.

Welcome to the InboxMaster® System!

Southern New Hampshire University

Please Enter Your Login Information Below

SNHU E-Mail Address:	<input type="text" value="t.smith@snhu.edu"/>
SNHU E-Mail Password:	<input type="password" value="••••••"/>

Remember login info for next time

What Do I Do With Detained Messages?

Messages can be detained for a variety of reasons.

To review detained messages:

1. Click on "Detained Messages"
2. While viewing detained messages, select an action for each individual message. Actions can be selected for all messages and processed together.
3. When you have selected an action for each message, click on the "Process Actions" button below the list of messages.

What Happens if I Take an Action I Didn't Mean to and Have Told the Computer to Process the Action(s)?

Once actions have been processed they cannot be undone so please think carefully about the action you select for each e-mail.

The action Discard means to delete the e-mail. Deleted messages from Secluda cannot be recovered.

What is a Domain and What Happens If I Block It?

Be careful not to block an entire Domain, unless you are sure you do not want to receive additional messages from there (ie. tamarside.co.uk). The Domain is the part of the e-mail address that describes the organization, usually following the @ sign. For instance, the domain for Southern New Hampshire University is snhu.edu. If you block a domain, you will block ALL messages from that domain.

What Else?

1. Setup daily reports to be sent to you of all detained messages
2. Be sure to check Secluda everyday for Detained Messages
3. You can manage your Secluda setting from the Main Menu after you login. Simply click on "Main Menu"
4. Be sure to "Logout" once you've completed

If you have computer questions that we might turn into a tips sheet or you have a suggestion to share with colleagues, please submit your ideas to training@snhu.edu.

This information is brought to you by the Office of Computing Resources and the Office of Training & Organizational Development as part of an ongoing Technology Tip series.