



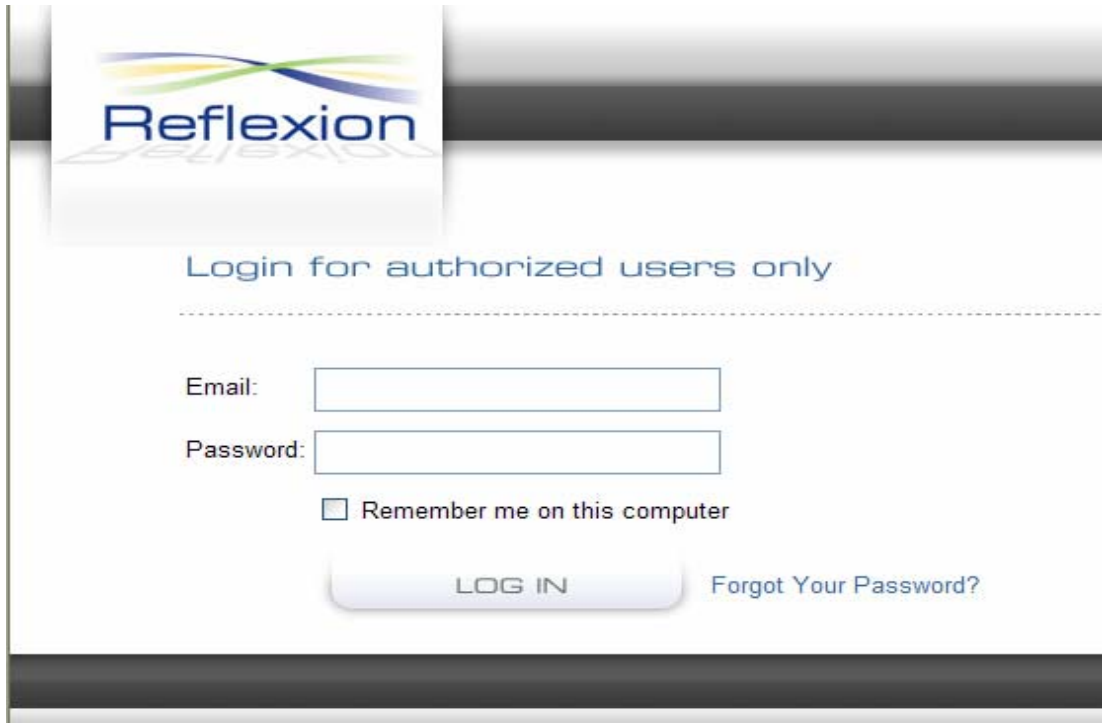
Reflexion

END-USER GUIDE

Modified 5/1/2007

LOGGING IN

An e-mail will be sent with your username and password. Login at <http://asp-0.reflexion.net>. Click on the link and it will bring you to the initial log in page like below:



Reflexion

Login for authorized users only

Email:

Password:

Remember me on this computer

[LOG IN](#) [Forgot Your Password?](#)

Please take a moment to print these pages and record your username & password here:

Your User Name: _____

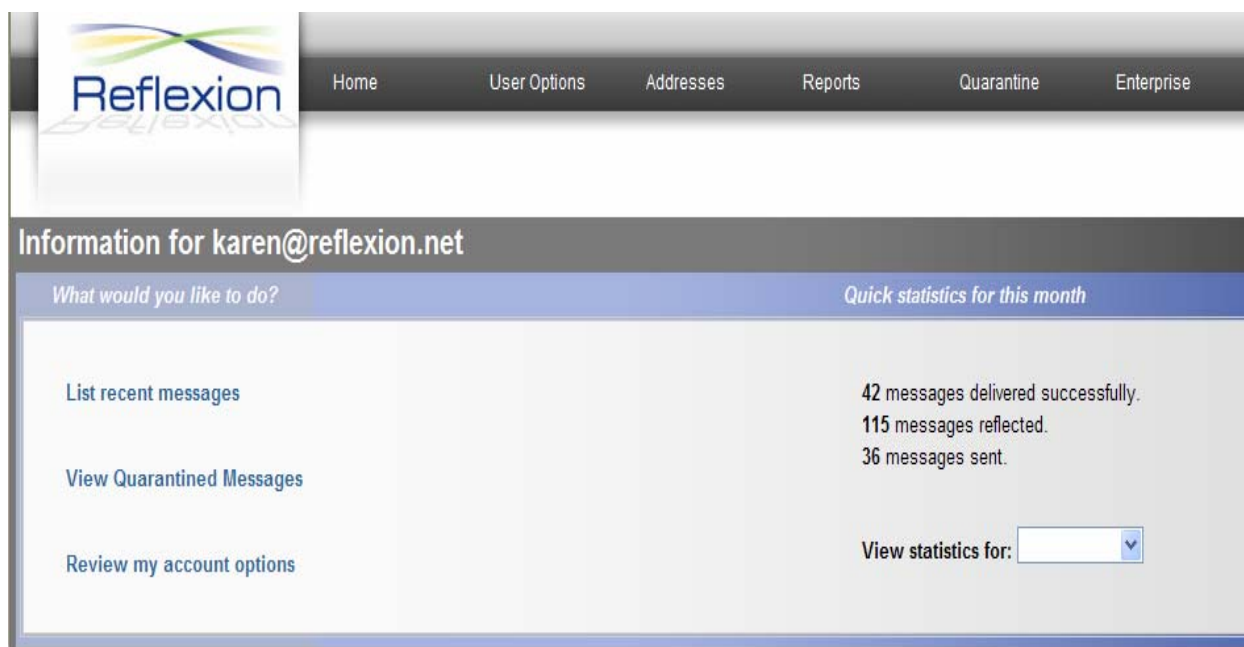
Your Password: _____

Your username will always be your e-mail address. When you first log in, please check “Remember me on this computer” so that you will not need to enter in your information unless you clear your cookies.

If you forget your password, please click “Forgot Your Password?” and the screen will prompt you to enter your e-mail address, and it will be mailed to you.

To change your password, once you have logged in, under User Options, select the password option. You will be prompted to enter your old password, a new password and to confirm it. Select Save when complete.

Your administrator has taken the time to set up your account options. The next screen that you will see is your Home Screen:



From this screen you can view recent mail messages along with statistics for your account.

Before making changes to your account (User Options Tab), please contact your systems administrator, as they may have specific guidelines for you to follow.

Your email will come in with a control panel at the bottom of your message.

PROTECTIVE ADDRESSES

Protective Addresses are based on the principal that two addresses are better than one; three are better than two, etc.

This option allows Reflexion to create your unique addresses for your new contacts, or you can use an alias for outbound communications for all new contacts.

ADDRESS ON THE FLY

Address on the Fly feature allows you to create an address without having to enter it into the system. When giving out your address to someone one the phone or online, you can customize your address with no interaction with the product.

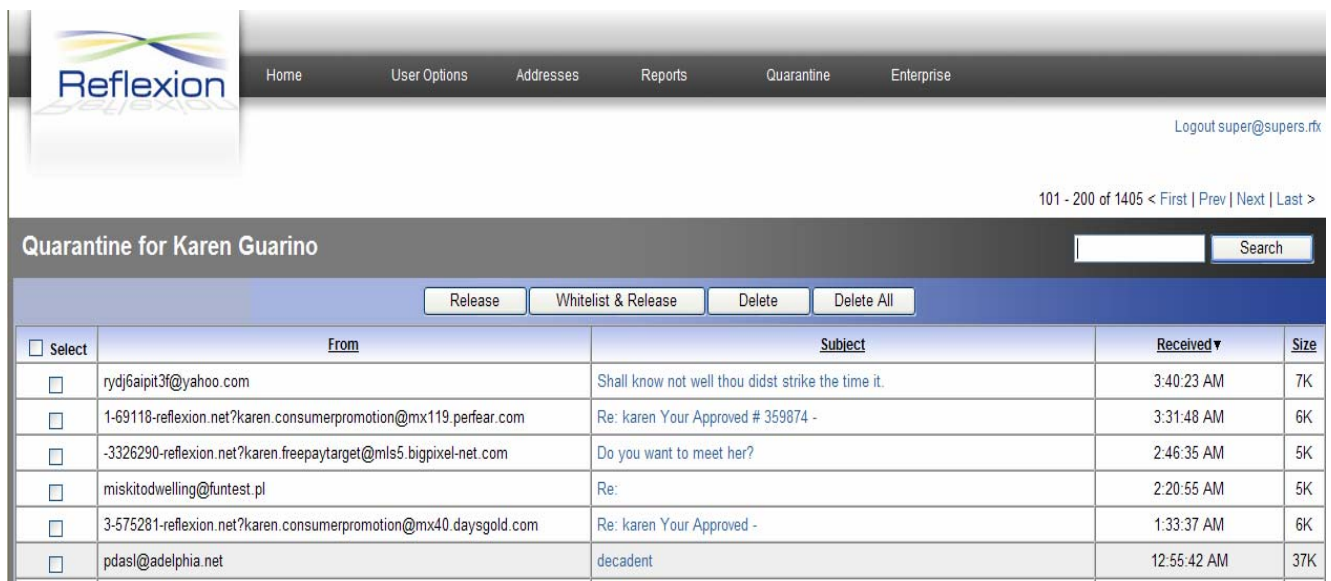
The format is: user.anythingyouwant@domain.com

What should Reflexion do with the messages

There are various options for mail delivery but we recommend having Reflexion quarantine your email messages if they look like spam. You will receive a daily report of quarantined items and you can check your quarantined items at any time during the day by visiting the Email Protection portal. (simply click on any of your previous quarantine reports where it says “Enter Quarantine” at the top right)

QUARANTINE FOLDER

To see any messages that have been blocked, log into asp-0.reflexion.net with your email address and password. At the top of the page, you will see a menu bar. One option is **Quarantine**, click on that, and it will bring you to a page that looks similar this:



The screenshot shows the Reflexion Email Protection interface. At the top, there is a navigation menu with links for Home, User Options, Addresses, Reports, Quarantine, and Enterprise. The user is logged in as 'super@supers.fx'. Below the menu, there is a search bar and a status indicator '101 - 200 of 1405 < First | Prev | Next | Last >'. The main content area is titled 'Quarantine for Karen Guarino' and contains a table of quarantined messages. The table has columns for 'Select', 'From', 'Subject', 'Received', and 'Size'. There are also buttons for 'Release', 'Whitelist & Release', 'Delete', and 'Delete All' above the table.

<input type="checkbox"/> Select	From	Subject	Received	Size
<input type="checkbox"/>	rydj6aipit3f@yahoo.com	Shall know not well thou didst strike the time it.	3:40:23 AM	7K
<input type="checkbox"/>	1-69118-reflexion.net?karen.consumerpromotion@mx119.perfear.com	Re: karen Your Approved # 359874 -	3:31:48 AM	6K
<input type="checkbox"/>	-3326290-reflexion.net?karen.freepaytarget@mls5.bigapixel-net.com	Do you want to meet her?	2:46:35 AM	5K
<input type="checkbox"/>	miskitodwelling@funtest.pl	Re:	2:20:55 AM	5K
<input type="checkbox"/>	3-575281-reflexion.net?karen.consumerpromotion@mx40.daysgold.com	Re: karen Your Approved -	1:33:37 AM	6K
<input type="checkbox"/>	pdasl@adelphia.net	decadent	12:55:42 AM	37K

There are two ways to view the message:

1. Click on the subject line and the e-mail will open up in that window. From that page you can release the e-mail into your inbox, whitelist the sender & release the message, or delete one or all.
2. Check the box under select, and either release the messages to your inbox, whitelist & release the message to your inbox, or delete selected items.

Please note that if there is an attachment, you need to release the e-mail to view attachment.

TRICKS OF THE TRADE

There is a unique feature of this product to help you give out e-mail addresses safely. It is called **Address on the Fly**. For example, if you want to buy something on E-Bay, and it requires an e-mail address for you, you can submit: user.ebay@domain.com, which will always get through unless you block it. You can also do this when you are on the phone with someone such as a friend: user.friend@domain.com. This is a very unique feature that is also very useful. If unwanted e-mails result from disclosing that address, you can stop the original sender from sharing it as well as block the entire address completely.

With Reflexion, you will gain control of your corporate e-mail to ensure ALL your e-mail gets through, without ANY unwanted e-mails in the mix.

How to: WHITELIST

Your administrator has taken the time to exempt most of your contacts. If you want to add some more exemptions, there are a few ways to do so.

1. Send e-mail to: rfx_exempt_on@somedomain.com. In the body of the e-mail, list all e-mail address to be whitelisted. This will exempt just the e-mail address you provided.
2. Send e-mail to: rfx_exempt_domain_on@somedomain.com. In the body of the e-mail, list all e-mail addresses to be whitelisted. This will exempt the domains that are listed.