

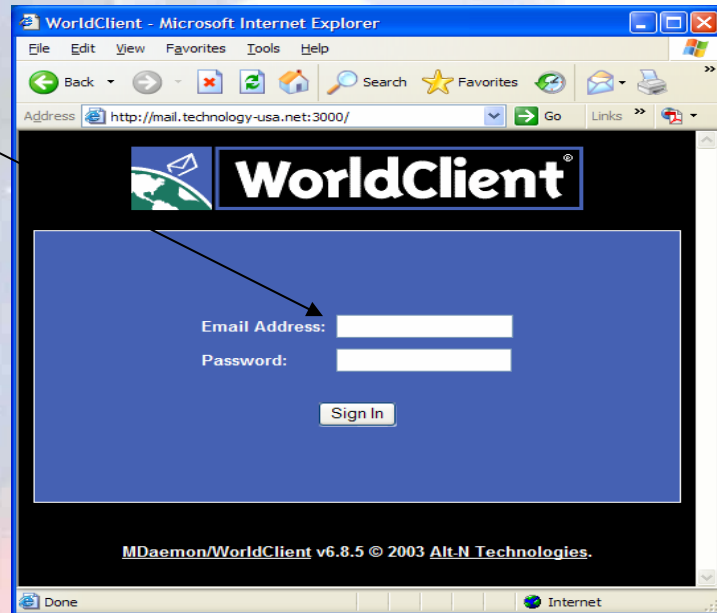


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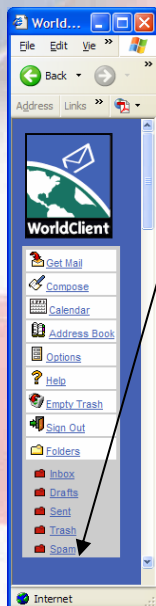
CHECKING SPAM FILTER

1. Type in a browser the following: `mail.yourdomain.com` (replace "yourdomain" with the appropriate domain name for your business ie. `mail.technology-usa.net`)

2. Enter your full email address and password. If you do not know your password contact Technology

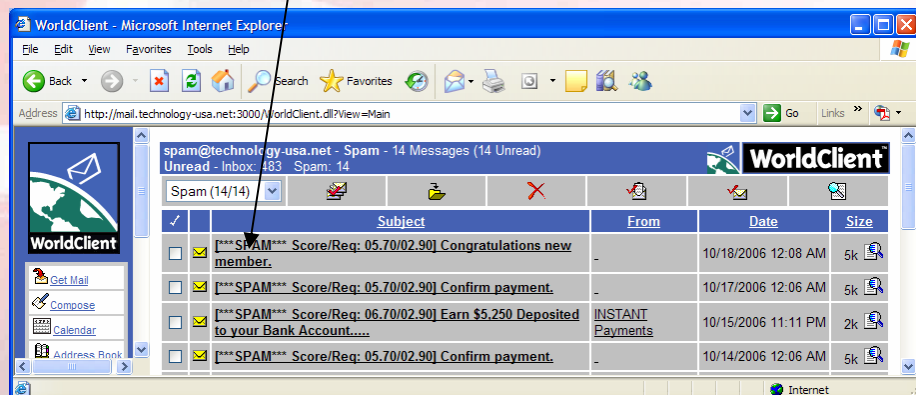


3. Click "Sign In"



4. On the left hand toolbar, Click the SPAM filter Link. The view maybe a little different depending on your personal settings. SPAM should be listed somewhere on the screen.

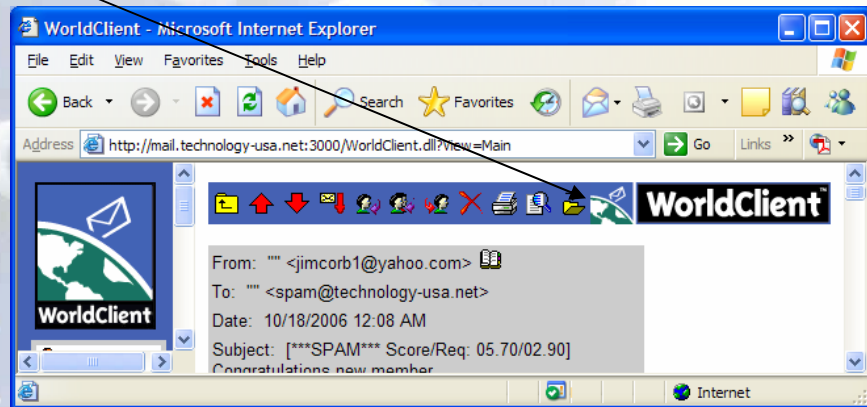
5. This is your spam filter. Look through the messages. If you find a message that should not be there. **CLICK ON THE SUBJECT LINE.**



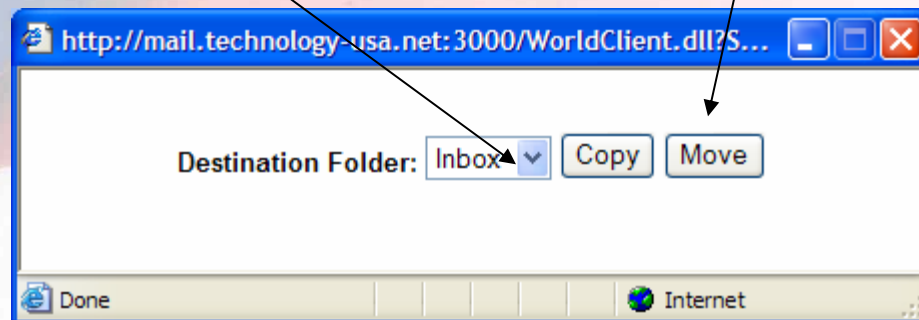


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6. This will open the message. In the upper toolbar click the MOVE/COPY tool.



7. Select INBOX from the pull down and Click MOVE. This will move the message from the spam filter into you inbox.



8. Repeat this step with all messages you find in the spam filter.

When you open Outlook or Outlook Express next time you should get the moved messages. **BE AWARE THEY COME IT DATED ORDER. THEY MAY NOT BE AT THE TOP OF THE LIST.**



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