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Postini Setup Procedure:

1. Open your web browser, (Internet Explorer or Mozilla)
 2. Type www.ctctel.com in the address bar then click "Go"
 3. Click on the "Postini Login" link on the page. (<https://login.postini.com/>)
 4. In the "Log in Address" box type your entire email address. Example: In the "Password" box type in the password for your email account. Note: passwords are all lower case and do not contain any spaces
 6. Click the Log In button at the bottom of the page
 7. This will log you into the your Message Center
 8. Click on the Junk Email Settings
 9. You will want to verify that your Junk Email Blocking button is On (the button will be green if it is on.) If the button is gray click the "On" button and it will change to green.
 10. The next step is to set your Spam Filters level. I would suggest setting everything to Aggressive.
 11. Once you have your filters set to the desired level click on the Save Changes button.
- You are done setting up your Postini Junk Mail Filter

NOTE:

You may log into your Postini account at any time to review the list of email that has been filtered. Email that is filtered by Postini will be automatically deleted in 14 day, so you don't have to worry about deleting if you don't want to.

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