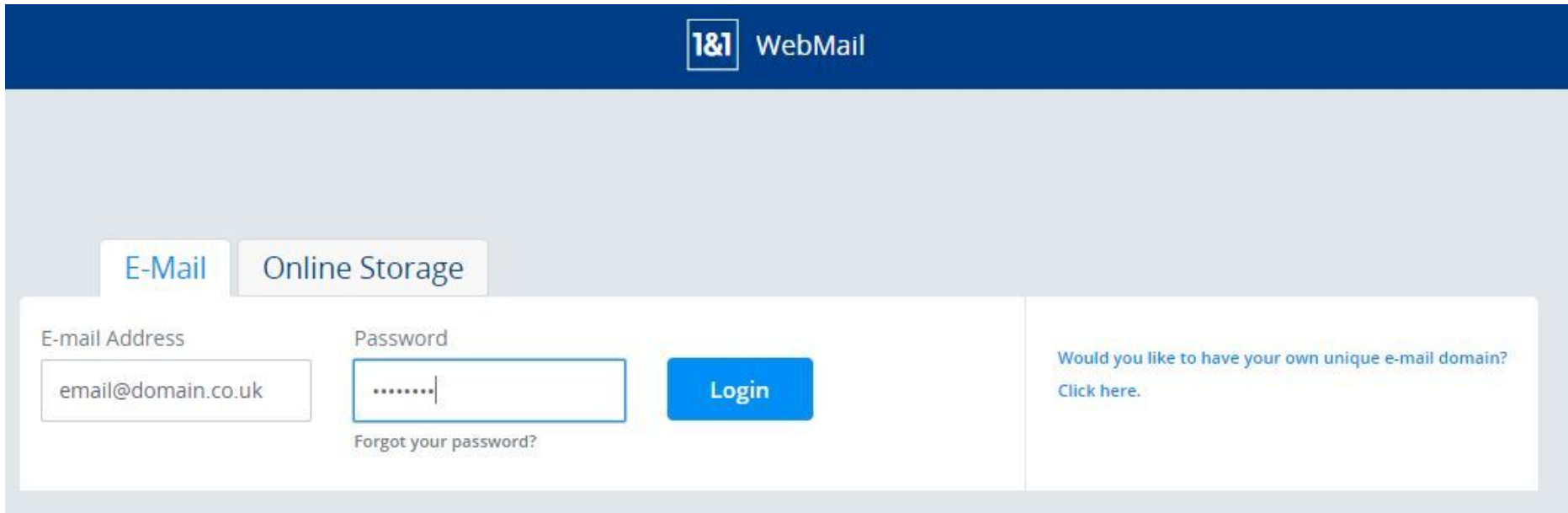


Included in your Email package from Easy Web Sites is an Anti-Spam facility where you can protect your inbox from unwanted spam.

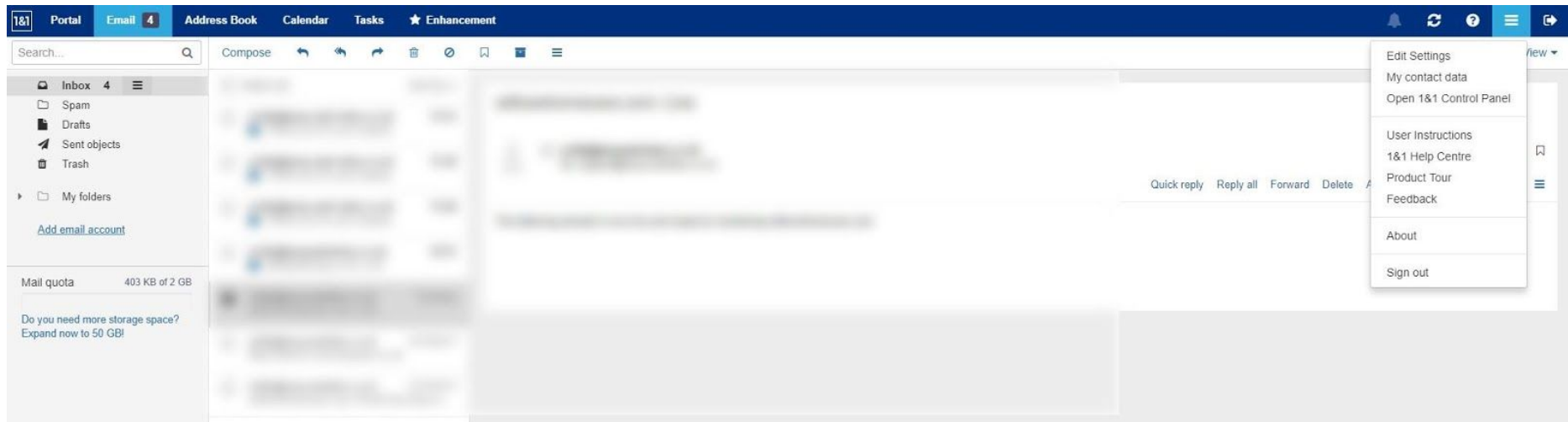


The screenshot shows the 1&1 WebMail login interface. At the top, there is a dark blue header with the 1&1 logo and the text 'WebMail'. Below the header, there are two tabs: 'E-Mail' (which is selected) and 'Online Storage'. The main content area contains a login form with the following elements:

- An 'E-mail Address' label above a text input field containing 'email@domain.co.uk'.
- A 'Password' label above a password input field containing seven dots.
- A blue 'Login' button to the right of the password field.
- A link labeled 'Forgot your password?' below the password field.
- On the right side of the form, there is a blue link that says 'Would you like to have your own unique e-mail domain? Click here.'

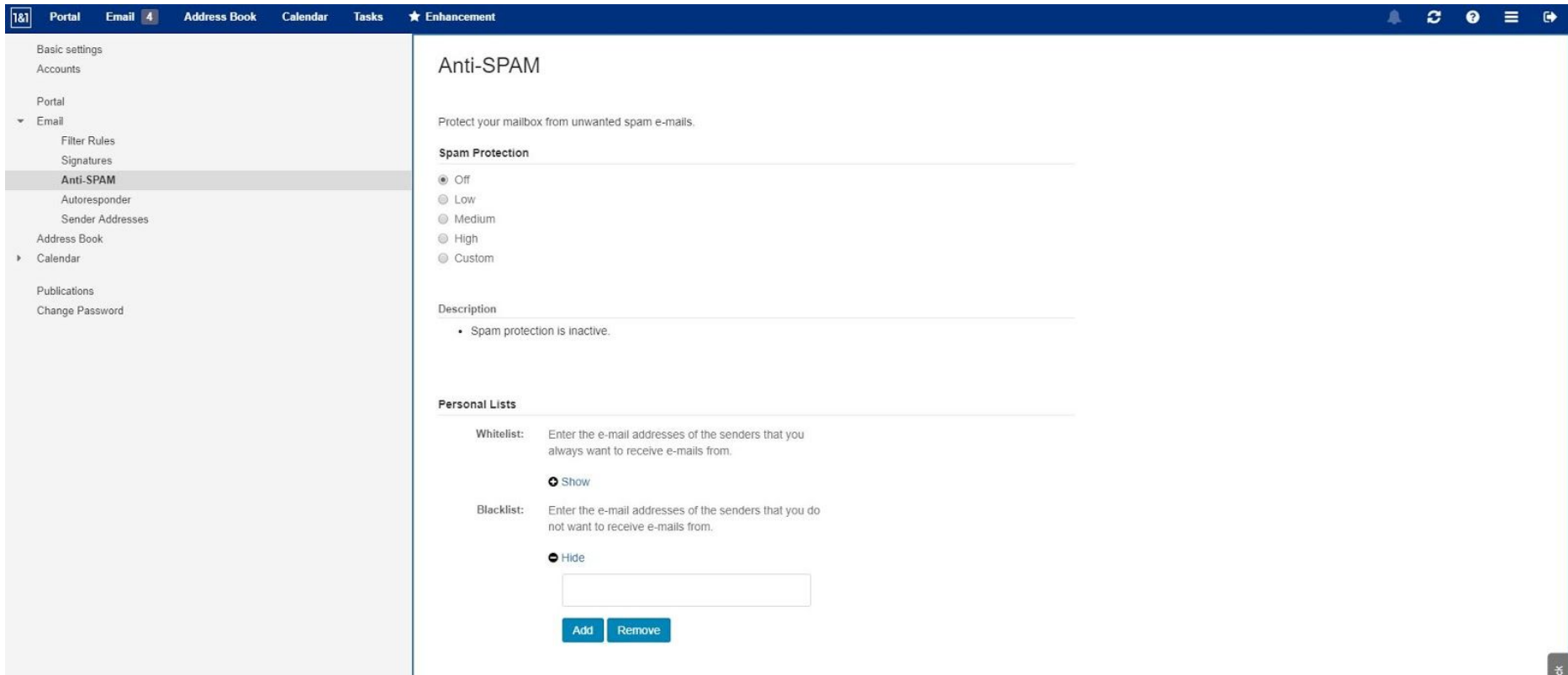
Go to <http://webmail.1and1.co.uk> and enter your Email address and password, then press 'Login' to proceed. If you need a reminder of your login details, please contact the office on 01995 642 145.

Step 1



Click on the 3 horizontal lines in the top right of your browser window to open the Account Menu, and click 'Edit Settings'.

Step 2



Portal Email 4 Address Book Calendar Tasks ★ Enhancement

Basic settings
Accounts
Portal
Email
Filter Rules
Signatures
Anti-SPAM
Autoresponder
Sender Addresses
Address Book
Calendar
Publications
Change Password

Anti-SPAM

Protect your mailbox from unwanted spam e-mails.

Spam Protection

Off
 Low
 Medium
 High
 Custom

Description

- Spam protection is inactive.

Personal Lists

Whitelist: Enter the e-mail addresses of the senders that you always want to receive e-mails from.

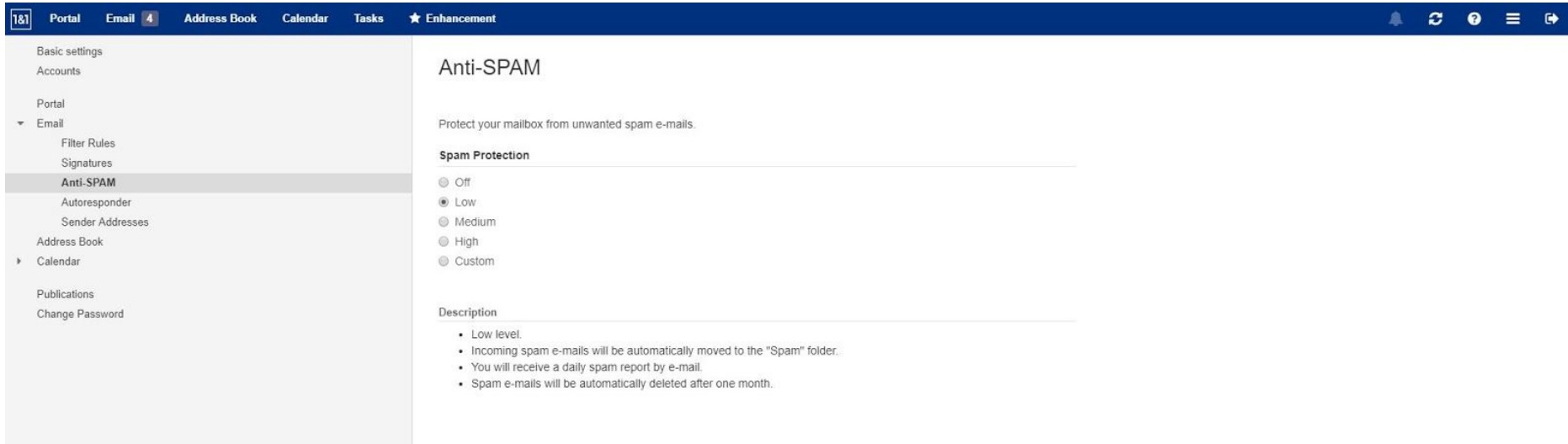
Show

Blacklist: Enter the e-mail addresses of the senders that you do not want to receive e-mails from.

Hide

Click on the arrow next to the Email tab on the left, and select 'Anti-SPAM'. This will bring up your Anti-SPAM settings.

Step 3



The screenshot shows a webmail interface with a dark blue navigation bar at the top containing 'Portal', 'Email 4', 'Address Book', 'Calendar', 'Tasks', and 'Enhancement'. A left sidebar lists settings categories: 'Basic settings', 'Accounts', 'Portal', 'Email' (expanded), 'Filter Rules', 'Signatures', 'Anti-SPAM' (selected), 'Autoresponder', 'Sender Addresses', 'Address Book', 'Calendar', 'Publications', and 'Change Password'. The main content area is titled 'Anti-SPAM' and includes the text 'Protect your mailbox from unwanted spam e-mails.' Below this is the 'Spam Protection' section with five radio button options: 'Off', 'Low' (selected), 'Medium', 'High', and 'Custom'. A 'Description' section follows, listing features for the 'Low level' setting: 'Incoming spam e-mails will be automatically moved to the "Spam" folder.', 'You will receive a daily spam report by e-mail.', and 'Spam e-mails will be automatically deleted after one month.'

In this menu you will see 5 radio buttons (Off, Low, Medium, High and Custom). Underneath these options will be a description of the features of each level of protection. You can select one and the Webmail facility will Autosave your choice.

Step 4