

[Secure Email Hosting By 4SecureMail](#)

We have included some “getting started” information here that you may find helpful in setting up your new secure email account.

Most of the features of your 4SecureMail secure email account will work just like you would expect them to – no nasty surprises and nothing special to learn. If you have used other email services, then the basics will be familiar to you. And, our anti-virus and SSL security features are hosted on the email server so they are pretty much behind the scenes where they belong. There are however, some powerful anti-spam features that you have control over, and will want to customize to suit your own preference.

Please read the following information about configuring your account(s) so you will be able to get the maximum benefit of the many powerful features available to you, and to make certain that the spam blocker system is working the way you want it to.

As you get familiar with the anti spam service you may wish to make small adjustments, but for now we will suggest an effective initial spam configuration. For most users, this is all they will ever need. We recommend that you immediately do the following:

1. Print these instructions, or keep this window open as you set up your account so that you can refer to them.
2. Log in by going to the main secure Webmail page, select “account settings” and then log in to the email server. Here’s how – go to <http://mail.4securemail.com> and you will be taken to the main secure email login page.

On this page you will then select “Account Settings” and log in to the screen that is presented. Your login and password will be the 4SecureMail email address and password you selected during the sign-up process. Once logged in:

3. Select “Friends”, then select the “settings” tab.
4. We suggest to start by selecting the option for Friends as follows:
5.  Request confirmation if smite score is: or greater. (Recommended)

Then select the “Save” option. This will cause the system to challenge senders that are potential spam. A challenge means that incoming emails that might be spam are not placed in your inbox for downloading until after the sender has confirmed the message. Confirming the message gives the sender a chance to prove that they are a human and not a spam-spewing robot software program. If a sender confirms the message, two things happen. 1, the email in question is then immediately placed in your inbox, and 2, this sender will automatically be added to your “friends” list (also known as a “white-list”) so that in the future this sender will not be challenged again. Make sure to save.

6. Then from the left-side navigation, select ‘Log’ You will need to deselect any options that are already selected, and change the “Send an account status message...” option to “1”. Then select the check box for “pending”. The screen should look exactly like the following screen-shot. When complete, then click save.

Account log

The Account log records actions performed by the Friends, CentiPaid, and Spam systems. You can check up on it by coming here. This log is emailed to your account.

Send an account status message if required at least every days

The last status message was sent: --never--

Include Friends pending message list

Include spam held message list

Include these log messages:

Allowed Pending Confirm Released Friend Vanished

Bounced Held Payment Purge Status Sms

These settings (5 and 6 above) will cause 4SecureMail to stop and challenge any suspicious emails, and then once each day send you a reminder so you can see a quick overview of what mail has been stopped and is being held on the email server. This is helpful in the beginning, in case there is some “spam” that you actually want to receive (example, from merchants who you deal with etc.). If you notice a sender on the pending list that you want to receive spam from in the future, just click the link on the daily reminder notice and you can manually add the sender to your Friends list as you train the system to understand who your friends are.

While you are in the settings area, feel free to poke around and see the many options. *Note –as long as you are using one of the options available under the Friends system, no changes need to be made to any other spam settings as they are not being used.

7. Log into your account and send/receive a test message to make sure all is well. You have the choice of accessing your 4SecureMail secure email account in two ways – via your regular email program like Outlook, etc. (called POP Mail) or through Webmail (using your web browser).

Configuration instructions for POP Mail are found here:

<http://www.4securemail.com/mailconfig/>

To use Webmail, you can exit to webmail through the Webmail link on the left side of the settings page, or from anywhere on the internet by going to <http://mail.4securemail.com>. Either way, just login with your user name and password.

From the entire staff at 4SecureMail LLC, we hope that your new spam-free, virus-free secure email account is exactly what you have been looking for. And, we want to remind you that you have an entire email hosting company working for you, to make things go smoothly. We look forward to serving you.

Sincerely,

The 4SecureMail Team