

# Oricom Internet Email Security Gateway

## User guide

**Oricom Internet** offers a highly sophisticated email protection server that allows you to filter and block unwanted emails at the source. The server screens messages before they reach your mailbox.

### Create your account

An account will be created automatically when the first quarantined e-mail is received. In this case, you will receive a message from the server inviting you to make a decision about the email that is classified as suspicious and that has been quarantined. This e-mail will contain a direct link to the Protection Server Web site [View the content of your quarantine box or manage your preferences](#), click this link and follow the steps for creating an account.

Create your account from the web interface:

1. Go to the following address : <https://mxgate.oricom.ca>
2. Enter your ORICOM email address in the "Login" box and leave the "Password" box blank.
3. Click the "Create a new password" button at the bottom.



4. You will receive an email from [spamgate@oricom.ca](mailto:spamgate@oricom.ca) confirming the new password. You can now access your account by copying the password on the login page or using the link included in the email.

## Change your password

We suggest to change your password after receiving the confirmation email by following these steps:

1. Go to the protection server interface: <https://mxgate.oricom.ca>
2. Log in
3. Click the « Preferences » tab and « Password »
4. Fill in the password change form

## How it works?

The protection server uses several patented methods to analyze emails including various international blacklists. In addition, the server allows you to add filters to recipients, domain names, subject, keywords, and attachments. These configurations are generally performed by the ORICOM technical team but you can see to change those configurations in the “Managing your preferences” section.

## Virus detection

When the server detects a virus during email scan, the message is automatically blocked.

## Quarantine

A message is quarantined when it is considered likely (but not positively) to be spam. To read a message, click on the message in the Quarantine Inbox. If you have messages in your quarantine box, the server sends you daily email (in French) and invites you to take an action for each message:

1. Deliver (message will be delivered to your e-mail address)
2. Whitelist (sender will be added to whitelist)
3. Delete (message will be deleted)

Vous trouverez ci-dessous la liste des emails déposés dans votre boîte de quarantaine depuis le dernier avis.

**Utilisation de Quarantaine: 0% du 2048kb** Les messages datant de plus de 5 jours seront supprimés.

Les emails mis en quarantaine depuis le dernier avis (2016-Apr-01 16:00:59): 2 messages

Expéditeur	Objet	Actions
<a href="mailto:noreply@newswire.ca">noreply@newswire.ca</a>	Bla bla bla	<a href="#">Livrer</a> <a href="#">Autoriser</a> <a href="#">Supprimer</a> <a href="#">Vue</a>
<a href="mailto:joebin@hotmail.com">joebin@hotmail.com</a>	Ceci est un spam	<a href="#">Livrer</a> <a href="#">Autoriser</a> <a href="#">Supprimer</a> <a href="#">Vue</a>

[SUPPRIMER TOUS LES EMAILS AFFICHÉS](#)

Cliquez sur le lien [Livrer](#) pour recevoir ce message dans votre boîte email.  
Cliquez sur le lien [Autoriser](#) pour recevoir le message dans votre boîte de réception et reporter l'expéditeur dans la liste de vos correspondants: les messages de cet expéditeur ne seront plus mis en quarantaine.  
Cliquez sur le lien [Supprimer](#) pour effacer ce message de la boîte de quarantaine.  
Cliquez sur le lien [Vue](#) pour afficher le message dans une fenêtre de navigation.

You can also see your quarantine inbox from the web server at <https://mxgate.oricom.ca> by clicking on « Quarantine Inbox ».

## Managing your preferences

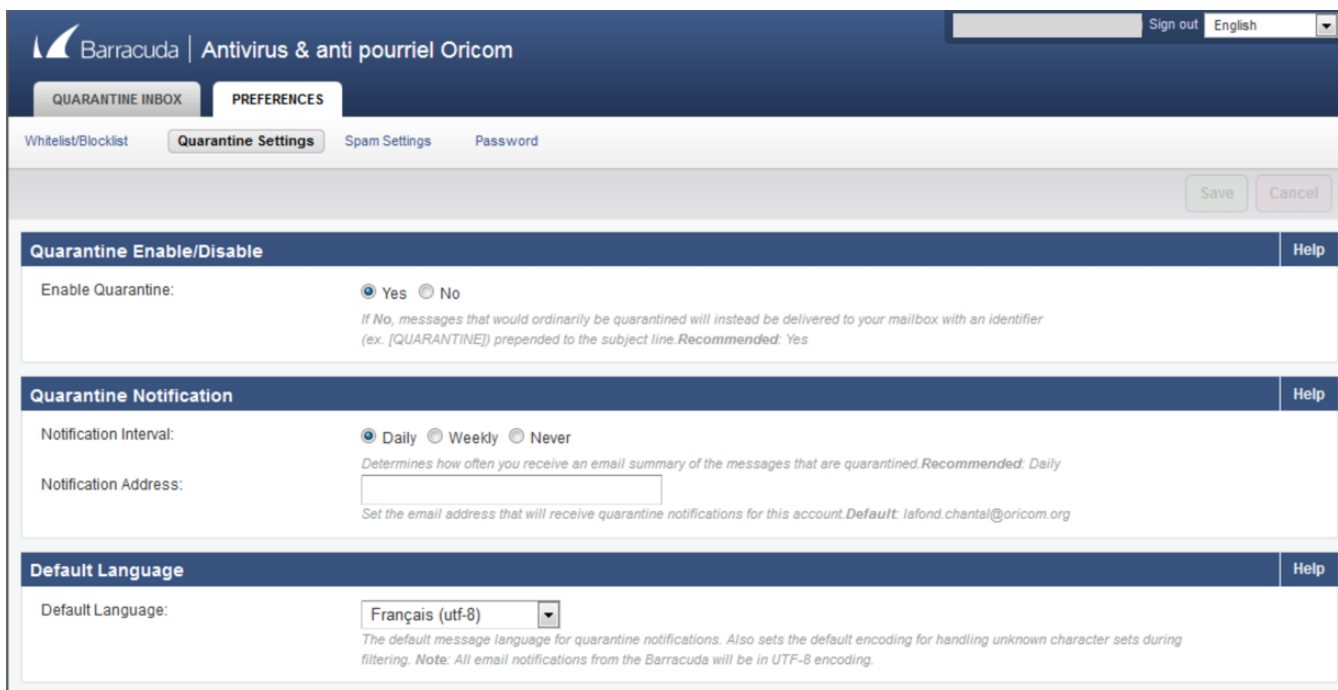
To manage your preferences, click on the preferences tab.

### Whitelist / Blocklist

Add any email senders to whitelist. This list of senders are not blocked even if the message matches spam rules. Virus scanning is still applied based on the policy set by the administrator. Whitelisting may be performed by full email address ("user@domain.com") or domain only ("domain.com").

Add any email senders to blocklist. The senders are blocked, regardless of content, unless a whitelist entry is also present. Blocking may be performed by full email address ("user@domain.com") or domain only ("domain.com").

### Quarantine Settings



The screenshot shows the 'Quarantine Settings' page in the Barracuda Antivirus & anti pourriel Oricom web interface. The page has a dark blue header with the Barracuda logo and 'Antivirus & anti pourriel Oricom'. Below the header, there are tabs for 'QUARANTINE INBOX' and 'PREFERENCES'. Under 'PREFERENCES', there are sub-tabs for 'Whitelist/Blocklist', 'Quarantine Settings' (which is active), 'Spam Settings', and 'Password'. The 'Quarantine Settings' section contains three main configuration areas:

- Quarantine Enable/Disable:** A section with a 'Help' link. It includes the 'Enable Quarantine:' option with radio buttons for 'Yes' (selected) and 'No'. A note below states: "If No, messages that would ordinarily be quarantined will instead be delivered to your mailbox with an identifier (ex. [QUARANTINE]) prepended to the subject line. Recommended: Yes".
- Quarantine Notification:** A section with a 'Help' link. It includes the 'Notification Interval:' option with radio buttons for 'Daily' (selected), 'Weekly', and 'Never'. A note below states: "Determines how often you receive an email summary of the messages that are quarantined. Recommended: Daily". It also includes the 'Notification Address:' field with a text input box and a note: "Set the email address that will receive quarantine notifications for this account. Default: lafond.chantal@oricom.org".
- Default Language:** A section with a 'Help' link. It includes the 'Default Language:' option with a dropdown menu set to 'Français (utf-8)'. A note below states: "The default message language for quarantine notifications. Also sets the default encoding for handling unknown character sets during filtering. Note: All email notifications from the Barracuda will be in UTF-8 encoding."

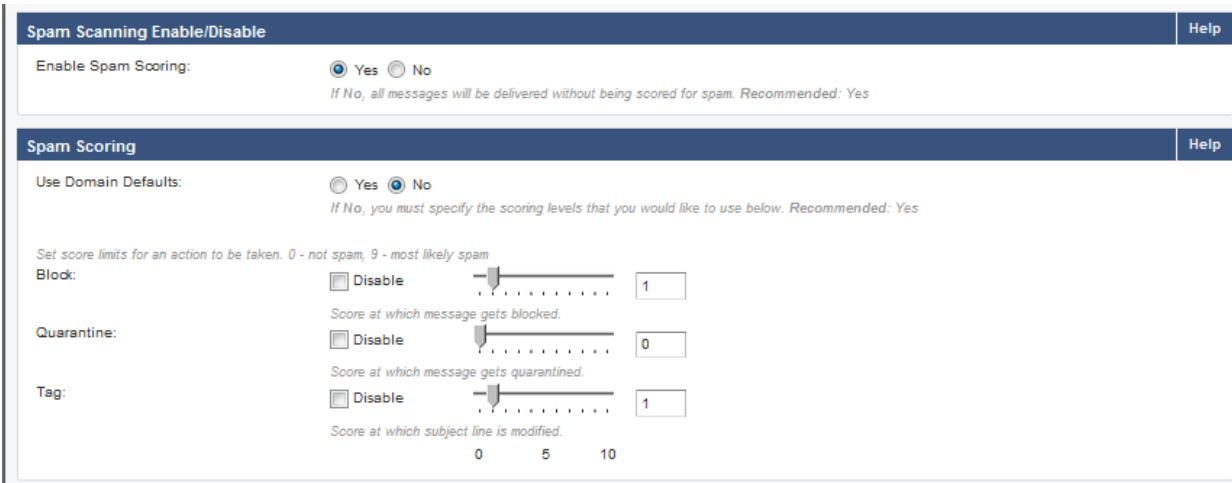
At the top right of the settings area, there are 'Save' and 'Cancel' buttons.

**Quarantine Notification** – Indicate which frequency you wish to receive a summary email of quarantined, daily, weekly or never.

Enter the email address to which quarantine notifications should be sent.

**Default Language** – Set the default quarantine message language.

## Spam Settings



**CAUTION:** Adjusting the various settings in your email folder could completely block the receipt of emails. Change the default settings is at your own risk!

**Spam Scanning Enable/Disable** – Turning on this option allows all message contents to also be analyzed for spam, and for those results to be taken into account when determining an appropriate action for the message. If this option is disabled, messages will be scanned, but scores will not be assigned. As such, messages will not be blocked, tagged or quarantined.

### Spam Scoring

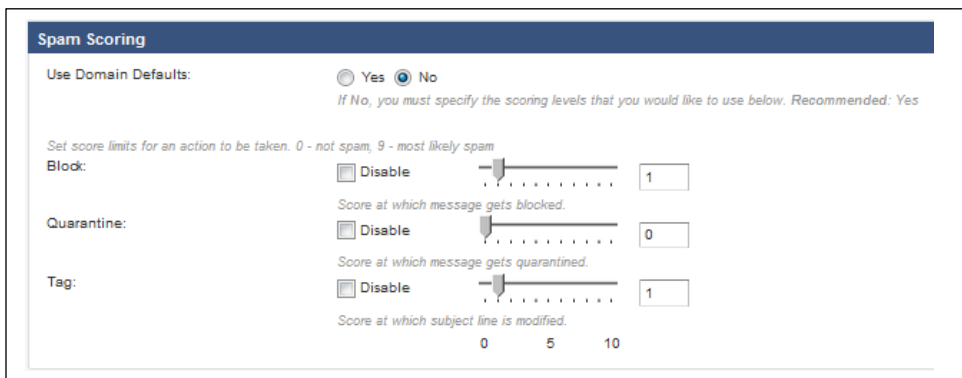
**Use Domain Defaults** - Allows you to either use default settings for the domain or create your own custom settings.

**Block** - The score at or above at which an email is blocked.

**Quarantine** - The score at which an email is placed in the user's quarantine inbox.

**Tag** - The score at which an email is tagged for spam and prepended to the subject line.

When you choose **No** to use the default values, you must click save and the window changes as follows:



We recommend using the default settings. If you want to modify them, be aware that the lower the

scoring number is, the more the server blocks or quarantines your e-mails.

A penalty value is calculated for each incoming email to determine whether it is spam or not. If you change the blocking scoring to 1, all messages that receive a score of more than 1 will be blocked. The same conditions apply to quarantine scoring and message labeling.