

*** Mail Summary Report Explained ***

Every LISD email user receives a **Mail Summary** report to their email inbox daily if email was sent to their account the previous day.

The Mail Summary is divided into 3 sections:

1. **SPAM Messages**

You **did not** receive these messages to your email inbox.....You have clickable options "Always Allow" and "Deliver Once" in case a message was falsely labeled as spam; both options will forward the message to your inbox.

2. **VIRUS Messages**

You **did not** receive these messages to your email inbox due to suspected virus content.

3. **GOOD Messages**

You **did** receive these messages to your email inbox.....You have clickable option "Always Block" in case this is a spam message that slipped past the spam filter.

There are two helpful options listed at the top of the report:

1. To view CURRENT messages held as spam **click here:**

If you were expecting an email during the day and suspect it may have been blocked, click this option to view, and optionally receive, your "intra-day" blocked messages.....Otherwise, you can wait until the message shows up on the following day's Mail Summary report.

2. If we let a spam message come through to you by mistake, you can forward it to **spam@lightspeedsystems.com** to block it in the future:

This reports to Lightspeed, Inc. all the spam messages you received (i.e. bad messages that slipped through to the 'GOOD Messages' section of your Mail Summary).

And, finally, one important option at the very bottom of the report:

1. To view the last full week of spam received **click here:**

If you missed an expected email within the past week, click this option.

It is a good practice to keep your latest Mail Summary in your inbox.....This way you will always have the clickable options available to search for blocked messages.
