

# EdgeWave ePrism Personal Dashboard Training

# What is the Edgewave Personal Dashboard?

The Personal Dashboard is a Web portal for managing your email filtering account.

It allows you to

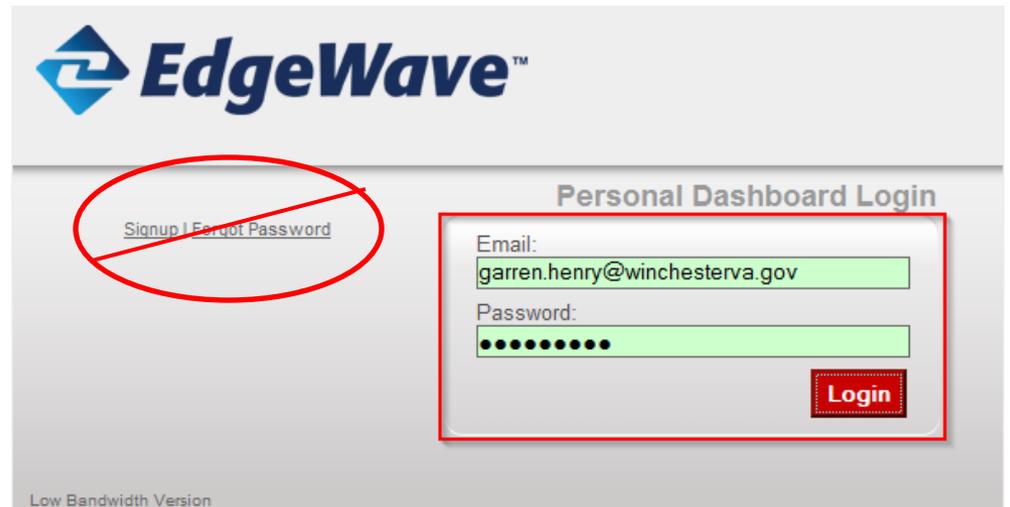
- select your Spam Digest options
- configure your mail filtering preference settings
- manage your whitelist and blacklist
- run reports on quarantined messages.

# The log-In Screen

First off you need to log into the site. To do this go to <https://my.redcondor.com/console/>

Use your City of Winchester Windows log-in information to log into the Personal Dashboard Login screen.

Ignore the links for “Signup | Forgot Password”. Your account is managed by the City of Winchester IT Department. Contact the City IT Department if you have forgotten your password.



The screenshot shows the EdgeWave logo at the top left. Below it, the text "Signup | Forgot Password" is circled in red and crossed out with a red diagonal line. To the right, the "Personal Dashboard Login" section contains an email input field with the text "garren.henry@winchesterva.gov", a password input field with ten black dots, and a red "Login" button. At the bottom left, the text "Low Bandwidth Version" is visible.

# Edgewave Dashboard Screen Overview

Please watch the following video to learn about the Edgewave Personal Dashboard interface and the **Messages Tab**. Just follow the following link:  
(Internet Connection Required)

<http://redcondor.com/dox/sims/personal-dashboard/>

# Settings Tab

The **Setting Tab** is used to configure your digest settings. Digest is the list of quarantined email identified as spam, junk, or containing a virus or other dangerous content. Most users will keep the default settings.

- *Delivery Frequency* means how often digests are generated. By default, you'll receive a Daily Digest message only if there is mail that has been quarantined in the last 24 hours. The same is true for weekly. If you select to receive your digest message weekly, you will only get a digest message if there is mail that has been quarantined in the last week.

## Digest Settings

Delivery Frequency:  Never  Daily  Weekly

Report Format:

Report Content:

Order List By:   Ascending

## Time Zone Setting

Click on the section of the map that contains your location. Then select your timezone from the list.



Time Zone:

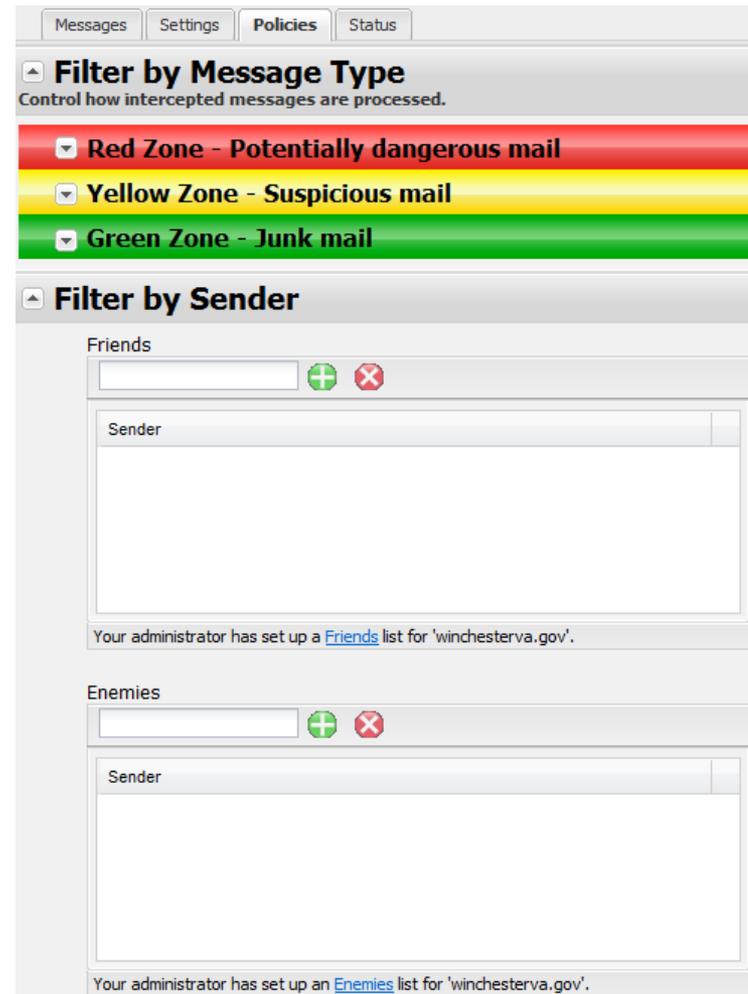
Your Date/Time: Nov 5th, 01:57pm

# Policies Tab

In the **Policies Tab** you will find that mail is filtered by individual colors:

- *Red – Potentially Dangerous*
- *Yellow – Suspicious*
- *Green – Junk*

The settings in each should not be changed but if you feel they should be, please consult with the IT department.



# Policies Tab Continued

## Filter By Sender

- *Friends* - Mail from these addresses and domains will not be filtered for spam.
- *Enemies* - Mail from these addresses and domains will be quarantined and put into the **Messages Tab**.

## Adding Friends or Enemies

- To add *Friends or Enemies* just insert the email address or domain into the field provided and then click the *Plus* button. You can also remove a Friend by selecting the friend and hitting the *Red X* button.
- If you are receiving dangerous email from a specific sender and you feel that all City email users could benefit from an Enemies entry on the global level, please inform the IT Department.

The screenshot displays the EdgeWave web interface for managing email policies. At the top, the EdgeWave logo is visible, along with navigation tabs for Messages, Settings, Policies (which is selected), and Status. The mailbox name 'andre' is shown in the top right corner.

The main content area is titled 'Filter by Message Type' and includes the instruction 'Control how intercepted messages are processed.' Below this, there are three filter zones, each with a dropdown arrow and a colored bar:

- Red Zone - Potentially dangerous mail** (red bar)
- Yellow Zone - Suspicious mail** (yellow bar)
- Green Zone - Junk mail** (green bar)

Below the zones is the 'Filter by Sender' section, which is divided into two sub-sections:

- Friends:** This section has a search input field with a green plus button and a red X button. Below the input is a list of senders, currently containing 'goodperson@isp.net'. A note below the list states: 'Your administrator has set up a [Friends](#) list for 'winchesterva.gov'.'
- Enemies:** This section also has a search input field with a green plus button and a red X button. Below the input is a list of senders, currently containing 'spammersrus.com'. A note below the list states: 'Your administrator has set up an [Enemies](#) list for 'winchesterva.gov'.'

At the bottom of the interface, the text 'Messaging Assurance Powered by EdgeWave (Version 9.4)' is displayed.

# Status Tab

The **Status Tab** is a read-only page that lets you:

- Review your primary email address and aliases
- See the last time your digest was sent
- View the number of messages quarantined since the start of email filtering, in text and graphical format

# Additional Information

The official instruction manual from EdgeWave can be found at the following link:

[http://internal.winchesterva.gov/wp-content/uploads/EdgeWave\\_ePrism\\_Personal-Dashboard\\_8-4.pdf](http://internal.winchesterva.gov/wp-content/uploads/EdgeWave_ePrism_Personal-Dashboard_8-4.pdf)

Please note that instructions on sign in information contained in this manual is not accurate. The City IT Department has configured the server to allow you to log into your dashboard using your City of Winchester Windows password.