

## INTRO SLIDE

- **APPLICATION:** Postini
- **PREFIX:** IT-POSTINI-101
- **COURSE TITLE:**  
Working with the Postini Message Center
- **OBJECTIVES:**  
Upon completion of this module, you will be able to:
  - Access the Postini Message Center via the B&G Portal
  - Check for Quarantined e-mails in the Message Center
  - Deliver Quarantined e-mails to your Outlook Inbox from the Message Center
  - Remove Quarantined e-mails from the Message Center




Ever get a shocking e-mail?





- **ONSCREEN:**  
e-Mail Filters

- Sexually Explicit 

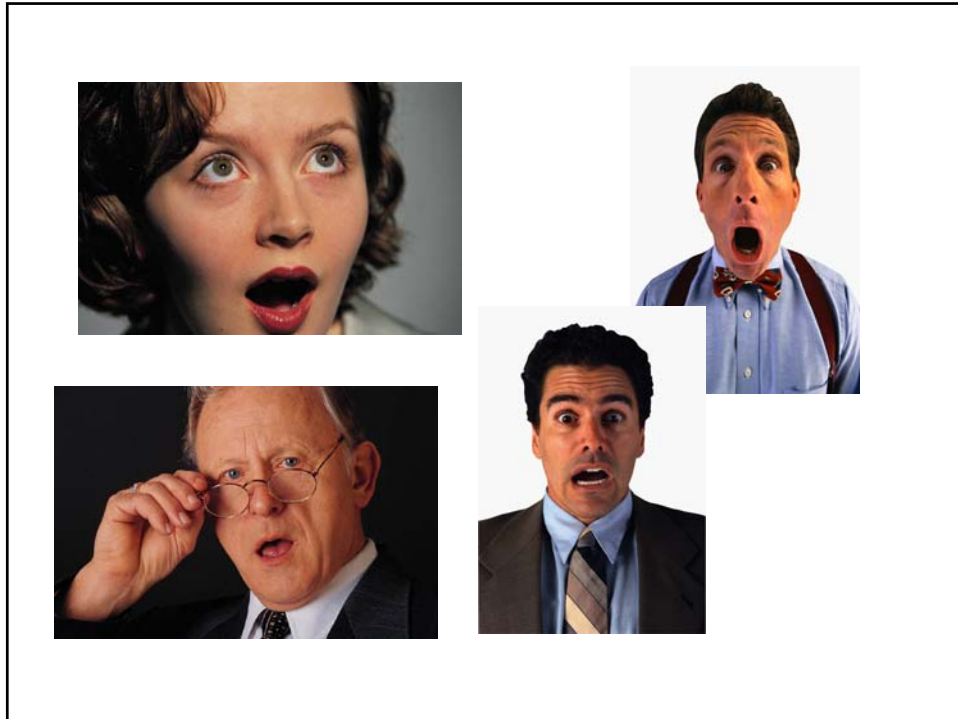
- Get Rich Quick 

- Special Offers  

- Racially Insensitive  

What about a virus attached  
to an e-mail?



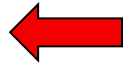


## SECTION HEADING SLIDE

- Access the Postini Message Center
- If you are new to B&G, you will receive a welcome e-mail containing a temporary password, a link to the Postini login page, and instructions for accessing your Message Center.

## Recording of Access Steps

- **RECORDING:**  
Portal Open, then click Web Apps > Postini



## Recording of Postini Login



- RECORDING:** Login screen visible (as below)
- Type in [first.last@bglp.com](mailto:first.last@bglp.com) in Log in Address field. Tab.
  - Type in bpassword for password. Tab.
  - Pause over Remember my Address and Password, so highlight box can be added
  - Click LOG IN button

### Log in to your message center.

Log in Address   
example: joe234@jumbowidgetsco.com

Password

note: password is case-sensitive

Remember my Address and Password ([what is this?](#))

**LOG IN**

[Log In Help](#)

## Heading: NOW YOU TRY

### ONSCREEN:

- Screenshot of Postini login screen with click boxes for them to enter login and password
- Don't forget instruction to press Tab after each text entry field
- Need instruction to click LOG IN button
- Need failure captions

### INSTRUCTIONS:

- Type [user.name@bgllp.com](mailto:user.name@bgllp.com) in the Login in Address field and then press the Tab key.
  - **Failure:** Type [user.name@bgllp.com](mailto:user.name@bgllp.com) in the Log in Address field.
- Type 123456 in the Password field and then press the Tab key.
  - **Failure:** Type 123456 in the Password field.
- Click the LOG IN button.
  - **Failure:** Click the green LOG IN button

Log in to your message center.

Log in Address

Password

note: password is case-sensitive

Remember my Address and Password [\(what is this?\)](#)

[Log In Help](#)

## Message Center Screenshot

BRACEWELL & GIULIANI LLP

Prevent Spam from Reaching Your Inbox

Welcome michelle.spencer@bgllp.com

Message Center

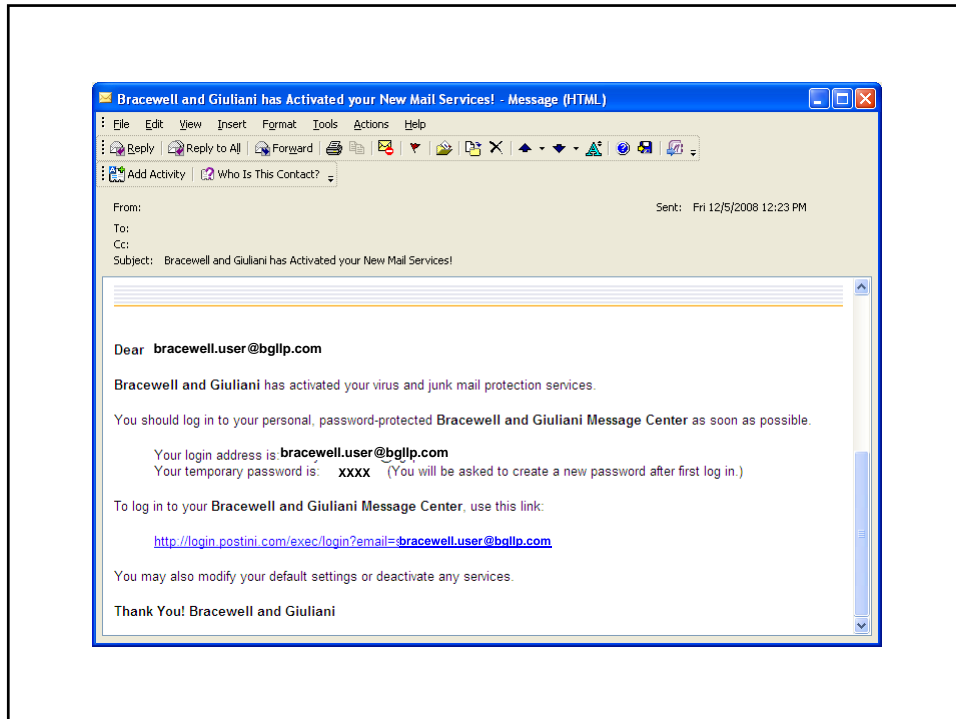
Junk Email Settings

Message Center View: Quarantined | Delivered | Removed

Suspicious Junk Email

Remove Messages Deliver To Your Inbox

Sender	Subject
<input type="checkbox"/> michelle.spencer@bracewellgiul...	RE: bw.Doctor Helena
<input type="checkbox"/> marketing@thirdsky.com	Catalog Wars: Webinar Series with Third Sky and Digital Fuel
<input type="checkbox"/> karen@o-f.c.net	Laminate Office Furniture Never Looked So Good

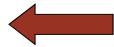
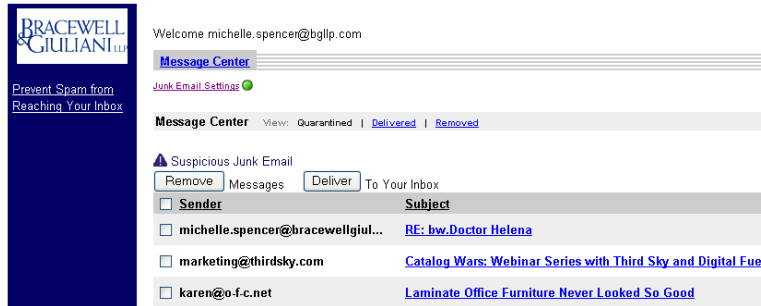


## SECTION HEADING SLIDE

- **TITLE:**  
Check for Quarantined e-mails in the Postini Message Center

## Postini Message Center

- You may click the Subject hyperlink for any item to view it in the Message Center.

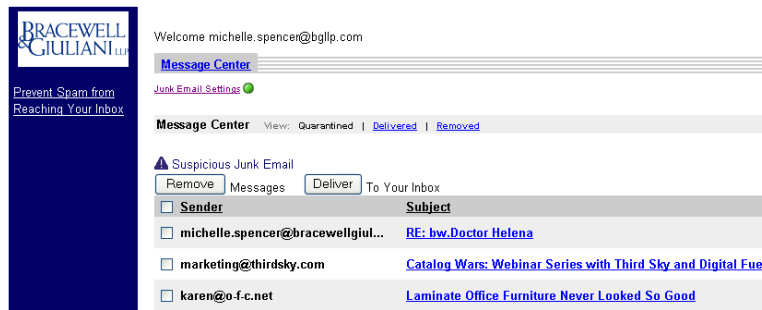


## SECTION HEADING SLIDE

- **TITLE:**  
Deliver Quarantined e-mails from the Postini Message Center

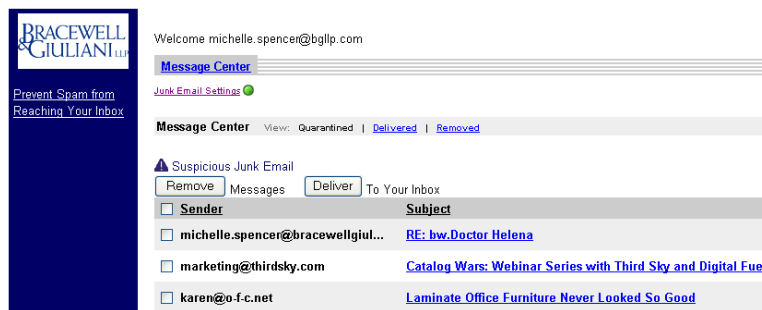
## Deliver Quarantined e-mails

- **ONSCREEN:**  
Recording or screenshot of Message Center. Insert checkmark and then click Deliver button.



## Viewing Delivered e-mails

- **ONSCREEN:**  
Recording of Message Center. Click the Delivered button and show delivered items view.





## NOW YOU TRY

### ONSCREEN:

- Screenshot of Postini Message Center with click boxes for them to check first item on list and click the Deliver button
- Need success/failure captions

### INSTRUCTIONS:

- Click the checkbox next to the first quarantined message.
  - **Failure:** Try again. Please click the checkbox next to the first quarantined message.
  - **Success:** Great. Now click the Deliver button.
- Click the Deliver button.
  - **Failure:** Please click the Deliver button.
  - **Success:** Great. The quarantined message has now been delivered to the Outlook Inbox.

## SECTION HEADING SLIDE

- **TITLE:**  
Remove Quarantined e-mails from the Postini Message Center

## Remove Quarantined e-mails

- **ONSCREEN:**  
Recording or screenshot of Message Center. Insert checkmark and then click Remove button.

## Viewing Removed e-mails

- **ONSCREEN:**  
Recording of Message Center. Click the Removed button and show Removed items view.

The screenshot displays the Microsoft Message Center interface. At the top, it says "Welcome michelle.spencer@bglp.com". Below this, there are links for "Message Center", "Prevent Spam from Reaching Your Inbox", and "Junk Email Settings". The main section is titled "Message Center" and includes filters for "Quarantined", "Delivered", and "Removed". A "Suspicious Junk Email" warning is visible with "Remove" and "Deliver To Your Inbox" buttons. Below the warning is a table of email entries:

Sender	Subject
<input type="checkbox"/> michelle.spencer@bracewellgiul...	<a href="#">RE: bw.Doctor Helena</a>
<input type="checkbox"/> marketing@thirdsky.com	<a href="#">Catalog Wars: Webinar Series with Third Sky and Digital Fuel</a>
<input type="checkbox"/> karen@o-f-c.net	<a href="#">Laminate Office Furniture Never Looked So Good</a>

## NOW YOU TRY

### ONSCREEN:

- Screenshot of Postini Message Center with click boxes for them to check first item on list and click the Remove button
- Need success/failure captions

### INSTRUCTIONS:

- Click the checkbox next to the first quarantined message.
  - **Failure:** Please click the checkbox next to the first quarantined message.
  - **Success:** Great. Now click the Remove button.
- Click the Remove button.
  - **Failure:** Please click the Remove button.
  - **Success:** Great. The quarantined message has now been moved to the Removed folder and will be deleted in a few?? days.

**CLOSING SLIDE**