



507-214-1000

Subscribers that have an email address on the Magic Mail server are subject to certain parameters that are not user specific and affect all users that have an email address on the server.

Max message size a user may send is 25M. This is the total message size including the message and attachments.

Email sending limit 150 recipients within 5 min and the sender is placed on a 6 hour lock out if violated.

The maximum storage limit for storing messages on the server is 50MB. This includes messages stored in any folder including spam but not including trash. This means that if you exceed the 50MB limit you will no longer be able to send and receive messages and you will need to log into your address (see further instructions listed below) and remove un-needed messages. Jaguar Communications recommends that you setup your email address in an email program such as Outlook or Thunderbird so messages download from the server to your mail program and do not get stored on the server. See [support.jagcom.net](http://support.jagcom.net) for more information on setting up your email address in your specific program or device.

All subscribers with an email address on the Magic Mail server can log into their email account by going <http://jaguarcommunications.com> and click on the webmail Icon.

Once logged in subscribers can view messages and make changes to their settings on their email address.

Clicking on any message when viewing it from the Inbox, Drafts, Sent, or Spam will open the message and allow the subscriber to view and read the message as well as view any attachments that were sent with the message. Attachments will appear below the message body under the Attachments heading and can be downloaded or viewed using the links provided for each attachment.

**Inbox:** Messages sent to the subscriber's email address will display in the Inbox provided the subscriber has not downloaded the message using a mail program. Messages that appear in bold type are unread or unopened and messages that have been read or opened appear in standard type. Subscribers who choose to leave a copy of messages on the server per their mail program settings will also see those messages in the inbox and will appear in standard type.

**Drafts:** Messages that were composed using the webmail interface but not yet sent will display here.

**Sent:** Messages will only display in the sent folder if a message was sent using the webmail interface.

**Spam:** Messages that were identified as spam by our spam filter will display in the spam folder provided the subscriber has spam filtering enabled and is set to the Normal w/Quarantine option (See AntiSpam Settings). Only messages that were filtered by the spam filter will display here. Messages that were bounced back to the sender, were rejected by the mail server or were identified as potentially harmful will not be placed in the spam folder and will not be accessible by the subscriber. Subscribers using spam filtering should check the spam folder for missing messages.

**Trash:** Messages that were deleted using the webmail interface will display here.

**Personal Info:** Subscribers can fill out the fields on this page.

***Jaguar Spam filtering is a best effort service. It is our primary responsibility to get email that is sent to our subscribers delivered to our subscribers.***

**AntiSpam Settings:** Subscribers may change their preferences for how spam is handled for their email address. Subscribers who want to use spam filtering to reduce the amount of spam that is delivered to their inbox may choose to Enable the spam filtering and set the filtering level. Spam filtering must be set to Enabled in order for a filtering level to be used. Email address default settings have spam filtering enabled and set to Normal w/Quarantine. Setting AntiSpam to disabled will not filter any messages and will not allow the use of white lists or black lists. Messages that were bounced back to the sender, were rejected by the mail server or were identified as potentially harmful are not affected by enabling or disabling AntiSpam.

**Filtering level Normal:** This will filter most spam but not quarantine any messages identified as spam in the spam folder for later viewing. This filtering level will also allow the use of black list and white list filtering. See instructions below.

**Filtering level Normal w/Quarantine:** This will filter most spam and quarantine messages identified as spam in the spam folder for later viewing. Messages quarantined to the spam folder will only be available for viewing 10 days after it was received. Any messages older than 10 days will be automatically deleted from the server. This filtering level will also allow the use of black list and white list filtering. See instructions below.

**Filtering level Strict:** This will filter more spam than the Normal or the Normal w/Quarantine level but will also increase the chances of legitimate email being identified as spam. This filtering level will not quarantine messages identified as spam for later viewing. This filtering level will also allow the use of black list and white list filtering. See instructions below.

**Filtering Level Customize Rules:** This filtering level is not recommended for use by subscribers.

**Edit Spam Lists:** This feature will allow subscribers to create a white list or black list. A black list is a list of entries that will cause messages matching the blacklist entry not be delivered to the inbox or quarantined as spam. A white list is a list that will cause messages matching the white list entry to be automatically accepted and delivered to the subscriber's inbox. This will only affect messages that reach our server and make it to the filter. Messages that were bounced back to the sender, were rejected by the mail server or were identified as potentially harmful are not affected by a white list or black list.

**Subject Blacklist:** This will allow a subscriber to create a black list entry based on the subject line of a message to filter messages that contain the specific subject line the subscriber specified in the black list. A message matching the black list entry will not be delivered to the inbox or quarantined as spam. See the Help link in Magic Mail for further information.

**From: Blacklist:** This will allow a subscriber to create a black list based on the sender or sending server using the Server Level or Mailbox Level. A message matching the black list entry will not be delivered to the inbox or quarantined as spam. Generally an entry made using the server level will be something like @spamdomain.com and an entry made at the mailbox level will be something like spammer@spamdomain.com. See the Help link in Magic Mail for further information.

**From: Whitelist:** This will allow a subscriber to create a white list based on the sender or sending server using the Server Level or Mailbox Level. . A message matching the white list entry will automatically accepted and delivered to the subscriber's inbox. Generally an entry made using the server level will be something like @yahoo.com and an entry made at the mailbox level will be something like myfriend@yahoo.com. See the Help link in Magic Mail for further information.

**Email Settings:** Subscribers can use this link to add a forward to their email address to forward messages to another email address, add a vacation message and change the password for the email address. See the Help link in Magic Mail for further information.

**Compose:** Allows a subscriber to compose a new message.

**Addresses:** Allows a subscriber to add frequently used email addresses they send messages to. Adding an email address here is not the same as white listing a sender to the subscriber address. See the Help link in Magic Mail for further information.

**Folders:** Allows a subscriber to create and manage folders for their mailbox. This does not create or change folders in their mail client unless they are using IMAP. See the Help link in Magic Mail for further information.

**Options:** Allows a subscriber to change different preferences in webmail and are mostly self-explanatory. The one option that is most helpful is Index order. This will allow you to add message size so you can sort messages in the inbox or other folders by message size.