Introduction

The Mail server of Makedonski Telekom provides its users with protection from unwanted (spam) messages. SPAM messages are defines as unauthorised and/or unwanted electronic messages the content of which is mostly intended for sales activities.

The mail server has defined criteria in accordance with which it recognizes unwanted messages and places them in a special Spam folder. You can see this folder only through <u>www.webmail.t-home.mk</u> or if your email client (Outlook) has been set up to receive messages through IMAP protocol.

If your e-mail address ends in @t-home.mk, the messages from the Spam folder are automatically deleted in 2 days.

If your e-mail address is at your domain (<u>username@imenafirma.com.mk</u>), the messages from the Spam folder are automatically deleted in **5 days.**

It happens that a message is recognized as spam (unwanted) by the server and placed in the SPAM folder. To review the SPAM messages either occasionally (every 2 days) check them through <u>www.webmail.t-home.mk</u> or set you email client program (Outlook).

WEBMAIL

Once you log on to <u>www.webmail.t-home.mk</u>, on the left-hand side, along with other folders, there is a **Spam** folder. This folder contains all spam (unwanted) messages that the server, in accordance with its criteria, has marked as unwanted messages. If you find a message that – in your opinion – is not spam, then click on **No Spam** and that message will be transferred to Inbox, where you can download it with your mail client (Microsoft Outlook, Outlook Express, etc.)

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► Sent Items			marketing@idividi.c	15/01/2010 14:30	1.6 KB	No Spam
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Capacity		make your Fortune	Ruby Casino	15/01/2010 04:20	1.1 KB	No Spam
81.2 MB / 1000.0 MB		make your Fortune	Ruby Casino	15/01/2010 04:20	1.1 KB	No Spam
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Once you click on the **White List** button on the upper menu, the email address of the given sender that you have marked as No Spam will appear, and from that moment, all messages from that sender will be recognized by the server and they will not be sent to the Spam folder.

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Capacity				15/01/2010 14:31	458.5 KB
81.2 MB / 1000.0 MB				15/01/2010 14:26	417.2 KB
				15/01/2010 13:19	101.3 KB
				15/01/2010 11:25	20.8 KB
	Yesterday				
				14/01/2010 04:11	1.1 KB
	Two days				
				11/01/2010 16:31	104.1 KB
				11/01/2010 14:20	5.6 KB
				11/01/2010 13:12	2.2 MB
				08/01/2010 09:57	50.6 KB
	One week				

E-mail client program (Outlook)

If you wish to view the Spam folder through your local mail client, (Microsoft Outlook, Outlook Express, etc.) then you need to set your mail client using the IMAP protocol.

Notice: While you are setting your mail client you must obligatorily log off on <u>www.webmail.t-home.mk</u>. If you have already set your mail client (Outlook) to receive messages from the same e-mail address, it shall be necessary to delete the existing account before setting the Outlook for receipt of messages through IMAP protocol.

Deleting an existing account in Outlook Express

Open Tools/Accounts:

🗐 Inbox - Outlook	Express			
File Edit View	Tools Message Help			
	Send and Receive	F	X 🖘 . 🕅	
Create Mail	Synchronize All		Delete Send/Recv Addresses	Find
🗭 Inbox	Address Book Ctrl+Shift+B Add Sender to Address Book			
Folders	Message Rules	•	Subject	Received 🛆
- Stocal Folders	Windows Messenger	•	There are no	bitems in this view.
🙀 Inbox	My Online Status	•		
- 🔇 Outbox	Accounts			
🥵 Sent Items				
Deleted iter				

Choose Mail, mark the account in the list and click Remove (as shown in the picture):

Create Mail Reply	Reply All Forv		Delete Send/Rec	v Addresses	Find •	
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olders Outlook Express - 🎲 Local Folders - 🙀 Inbox	× ! 0 ?	Prom	Subject	There are no it	Received 🔨	
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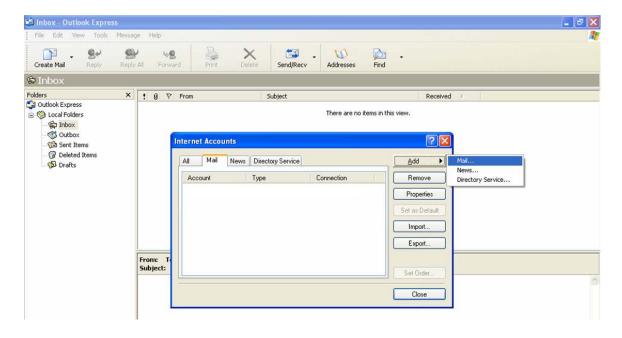
Then, click Close.

Setting an IMAP protocol via Outlook Express

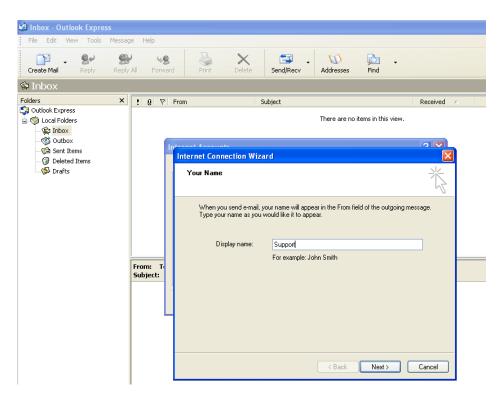
Open Tools/Accounts:

File Edit View Tools Message Help	
Send and Receive	
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Folders Manage Dulas Subject Received A	
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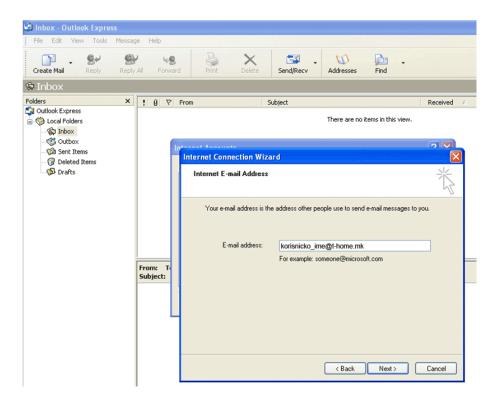
Select Mail, click the Add button and then select Mail (as shown in the picture):



Enter your first and last name which will appear in all email messages you will send:



Click Next.



In the email box input your e-mail address and click on Next again.

Inbox - Outlook Express	ge Help			
Create Mail Reply Reply Folders X Couldook Express Couldook Express Couldook Express		rom Subject	Find Received Received	
- (b) Inbox - (c) Outbox - (c) Sent Items - (c) Deleted Items - (c) Drafts	110	Internet Connection Wizard E-mail Server Names My incoming mail server is a MAP server. Incoming mail (POP3, IMAP or HTTP) server. Imap.t-home.mk An SMTP server is the server that is used for your outgoing Outgoing mail (SMTP) server: Smtp.t-home.mk	gemal.	

Select the **IMAP** option, in the box Incoming mail server enter **imap.t-home.mk**, and in the box Outgoing mail server enter **smtp.t-home.mk** (as shown in the picture above).

Notice: If you are using Internet connection of another provider, not Makedonski Telekomunikacii, then in the box Outgoing mail server input the server of the appropriate provider.

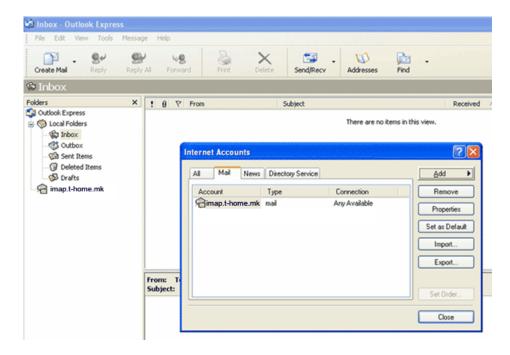
🗐 Inbox - Outlook Express File Edit View Tools Messa	ige Help	
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Folders ×	10 V F	From Subject Received 🗡
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	lo lo	
- 🖓 Deleted Items		Internet Connection Wizard
Drafts		Internet Mail Logon
		Type the account name and password your Internet service provider has given you.
		Account name: support
	From: To Subject:	Password: ••••••
		If your Internet service provide requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.
		Log on using Secure Password Authentication (SPA)
		< Back Next > Cancel

Then click Next.

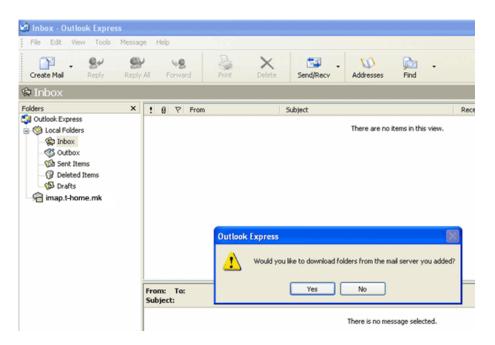
In the Account name box enter only the username if your email address is on @t-home.mk. If your email address is on your domain (@companyname.com.mk), then in the Account name box enter the whole email address (<u>username@companyname.com.mk</u>) and click **Next**.

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File Edit View Tools Me	sage Help				A.
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	From: Ti Subject:				
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At the end, click **Finish**.



Then, click Close.



Click Yes.

요 Inbox	Inbox - Outlook Express
Folders X 한 From Subject Received 4	File Edit View Tools Messe
전 Outlook Express	Create Mail Reply Repl
Show/Hide IMAP Folders Show/Hide IMAP Folders Show/Hide IMAP Folders Show/Hide IMAP Folders All Viable All Viable Folder Hide Reset List Show Hide Reset List Show Hide Reset List Show Hide Reset List Show Go to DK Canced	Inbox Folders Cutlook Express Outlook Express Outlook Express Outlook Express Outlook Sent Items O Deleted O Deleted Items O Deleted O Deleted Items O De

Click OK.

The Outlook Express will display all folders that you view through <u>www.webmail.t-home.mk</u> and you will receive all your messages, including spam messages (in the Spam folder). From the Spam folder, you can move the messages to any folder you choose.

File Edit View Tools Messaq	je Help					_
Create Mail Reply R	#20m-	Sward Print De	elete Send/Recv	Addresses Find	- 🔚 Purge	IMAP Folders
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Notice: Folders in Outlook Express and in <u>http://webmail.t-home.mk</u> (on the server) are constantly **synchronized**. It means that, if you delete some message through Outlook Express, the same message will be deleted in <u>http://webmail.t-home.mk</u> too, and vice versa. Thus, simply move the useful messages from the appropriate folder (for example Inbox, marked on the picture with arrow No.1) located in **imap.t-home.mk** to other folder (for example Inbox, marked on the picture with arrow No.2) located in **Local Folders**. By that, the important messages will be kept on Your computer (in Outlook Express) and will not take the capacity of <u>http://webmail.t-home.mk</u> (on the server). Since the capacity on the server for your e-mail address is limited, on time transfer of the messages will protect you from situation of blocked e-mail address due to overload capacity of your mailbox.