AppRiver Quick Start Guide

Creating your new password:

- Log onto https://cp.appriver.com
- Select   Forgot Password?
- Enter your Waller ISD email address ---An email link will be sent to you to reset your password. Enter a new password for your account

Daily Spam Reports:

- You will receive an email from Support with the subject Held Spam Report
- To see a message select *VIEW*—This will open up a browser window and direct you to AppRiver's portal page
- **NOTE—Spam will only be available to retrieve for 7 days from the date received. After 7 days the email is gone from the spam filter!!!**

- From Here you can select to *Release* the message to your inbox if you need the email
- You can also select to Request an address to be Whitelisted. To do this, put a check in the box beside the Sender's email address and click *Submit request to administrator*
- You request will be reviewed by the technology department

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Report Settings:

- Use this to change settings to receive reports more often during the day if you choose

Support Tab:

The support tab includes tutorial video instructions that you may refer back to.

To see current SPAM activity:

- From your Daily Emailed Spam report select to Request a Daily Spam Report

- Or open a web browser and log on to https://cp.appriver.com

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