

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*
- Your request will be reviewed by the technology department

Report Settings:

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

SpamLab

Home Spam Virus Released Trash Filters Reports Settings Aliases Support

Send daily held spam reports

Automatically send updated reports every 2 hours (Sent between 7:00am and 10:00pm Eastern Standard Time)

Send reports even when no spam is held (empty reports)

Sort this report by the Date column

Display messages from all countries

Choose which countries to display messages from (My HSR Countries)

Save Changes

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

Report Summary		Top Spam Countries		Report Options	
Spam	57	United States	49	Request a Current Report	Change Email & Report Settings
Virus	1	India	1		
Report Total	58	France	1		

held Spam

Actions	Time	From	Subject	Country
View Release	2:41a	PqsdeHYyu256@aboriginalbibleacademy.ca	Get Slim Without the Gym	Spain

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