How to Configure Digest Settings

Configuring Digest Settings

Depending on the settings applied by your email administrator, you may or may not be able to adjust your spam digest settings.

To configure digest settings: Log in at http://spam.ntinet.com

1. Click the **Settings** tab.
2. Click a radio button to select a delivery frequency. Options are Never, Daily, Weekly, or Monthly.
3. From the drop-down list, select a report format. Options are HTML, Plain Text, or Multipart.
4. From the drop-down list, select the report contents. Options are:
   - Summary: Displays the counts of each type of message.
   - Green Zone: Displays only mail from the green zone (junk).
   - Yellow and Green Zones: Displays mail from the yellow zone (blank, forged, foreign, attachments) plus mail from the Green Zone (junk).
   - Red, Yellow & Green Zones: Displays all mail from the quarantine.
5. From the drop-down list, select the message sort order. Options are Date & Time, Size, Sender, or Subject.
6. Optional: Select the Ascending check box to sort the messages in ascending order.
7. In the Time Zone Setting area, click on the section of the map that contains your location. Then select your time zone from the list.

Online URL: http://ntinet.com/phpkb/article.php?id=41