

GSW JUNK MAIL MIGRATION 2021

FortiMail Spam Filter to Microsoft ATP



**GEORGIA SOUTHWESTERN
STATE UNIVERSITY**

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** Goal is to capitalize on our current Microsoft License utilization and rid ourselves of a separate spam filtering system.*

Why is this changing?

- ***We are switching from FortiMail Filtering experience to Microsoft's Built-in Advanced Threat Protection.***

Who will this impact?

- ***All Faculty and Staff GSW Outlook email accounts.***
- ***Students are already utilizing this junk mail feature.***

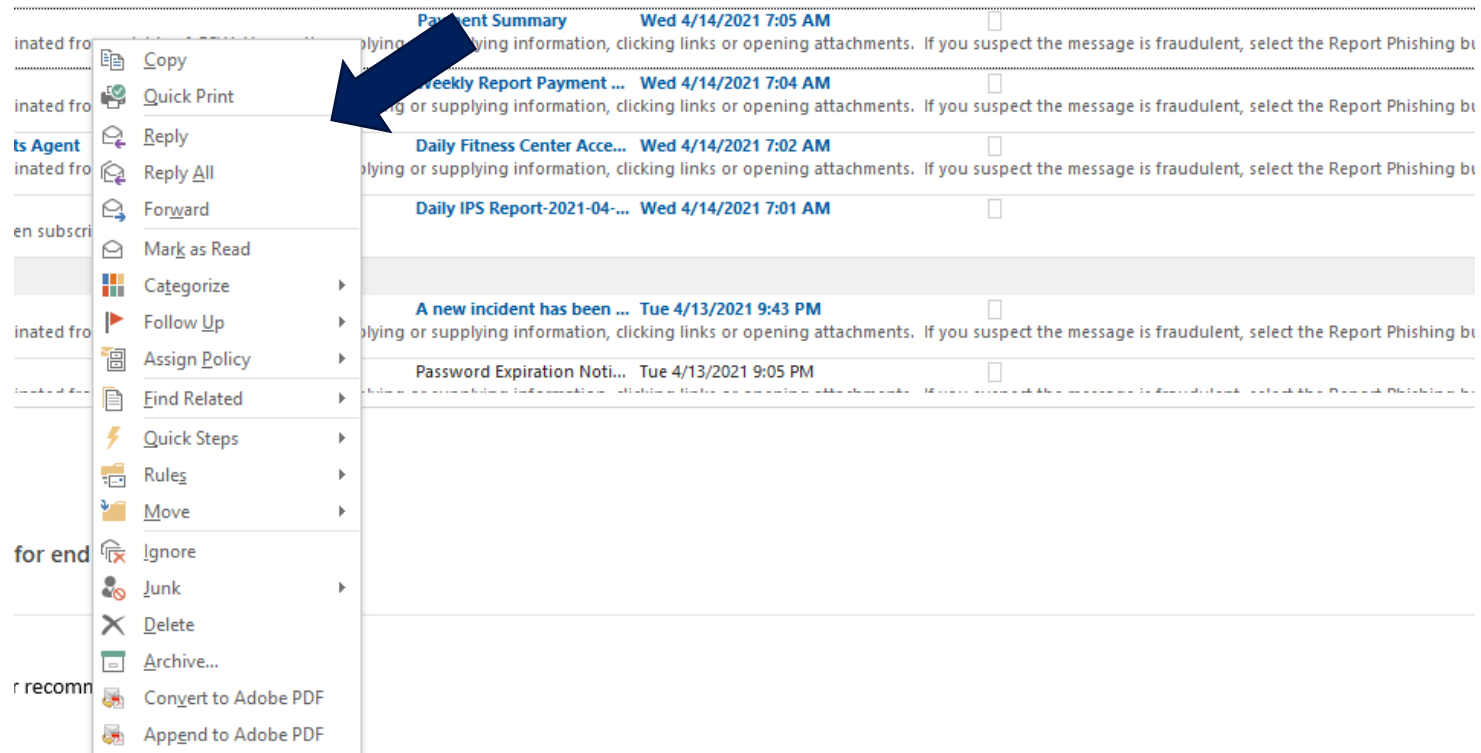
What is changing?

- ***No more logging into a separate system to release or block email.***
- ***Junk Mail is handled within the Outlook Client and/or Outlook Web Application. Junk will literally flow to your junk folder whether by your own definition or by algorithm.***

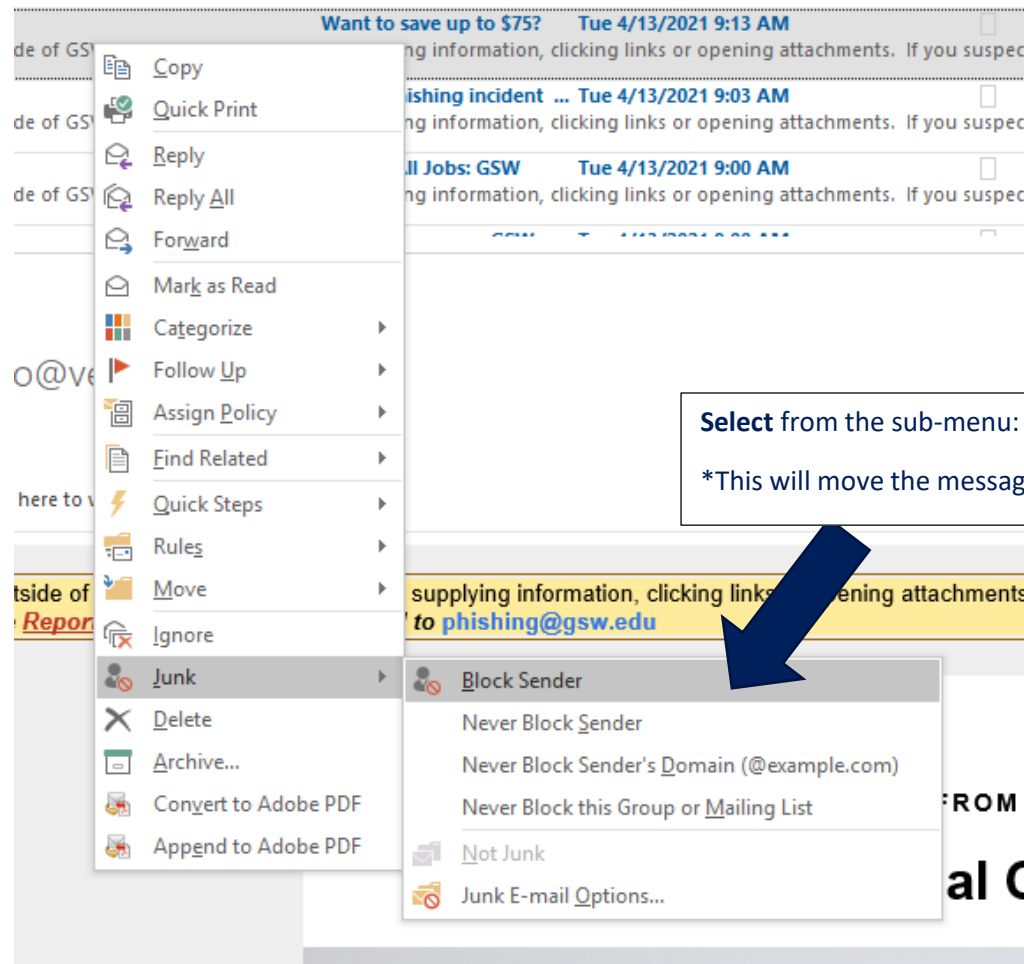
WHAT DO I DO IF I WANT TO BLOCK A MESSAGE IN MY INBOX THAT I WANT TO GO TO MY JUNK FOLDER?

OUTLOOK *DESKTOP* EXPERIENCE:

Right-Click on the message that you would like to go to junk folder. A sub-menu will appear.



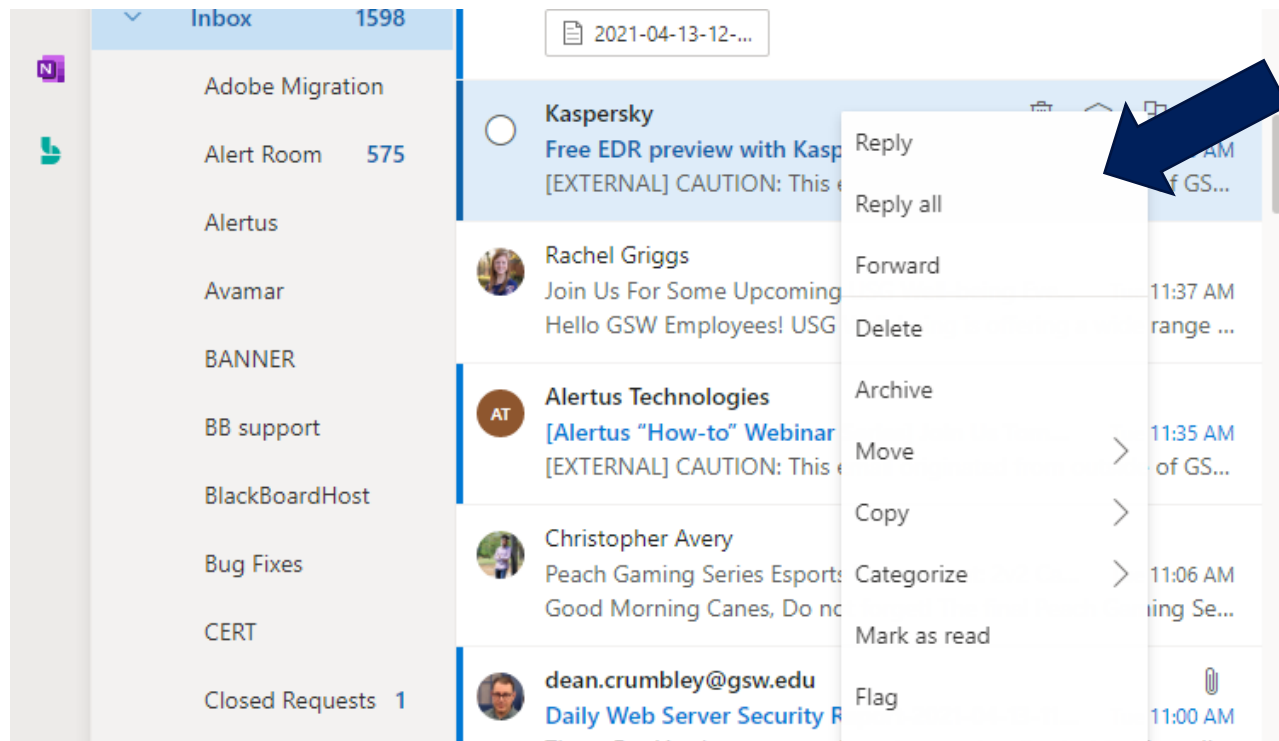
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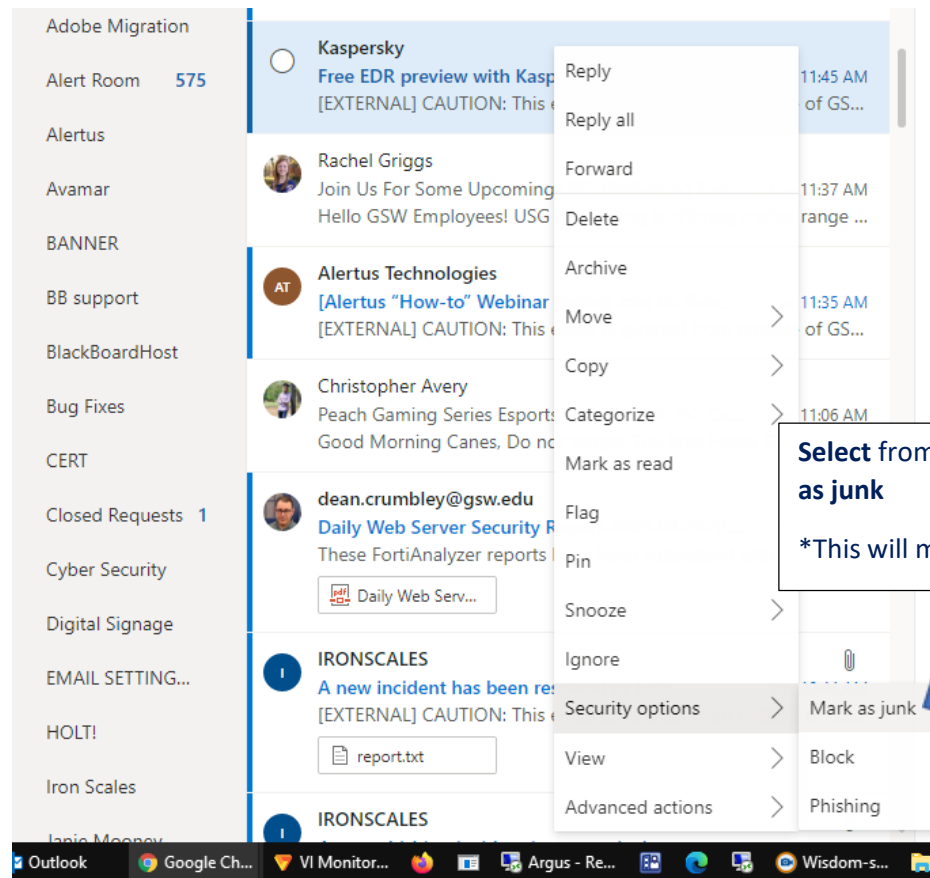
WHAT DO I DO IF I WANT TO BLOCK A MESSAGE IN MY INBOX THAT I WANT TO GO TO MY JUNK FOLDER?

OUTLOOK *WEB* APP EXPERIENCE:

Right-Click on the message that you would like to go to junk folder. A sub-menu will appear.



WHAT DO I DO IF I WANT TO BLOCK A MESSAGE IN MY INBOX THAT I WANT TO GO TO MY JUNK FOLDER?



Select from the sub-menu: **Security options > Mark as junk**

This will move the message to your junk folder

WHAT IF I DECIDE I WANT A MESSAGE MARKED AS JUNK BACK IN MY INBOX?

OUTLOOK *DESKTOP* EXPERIENCE:

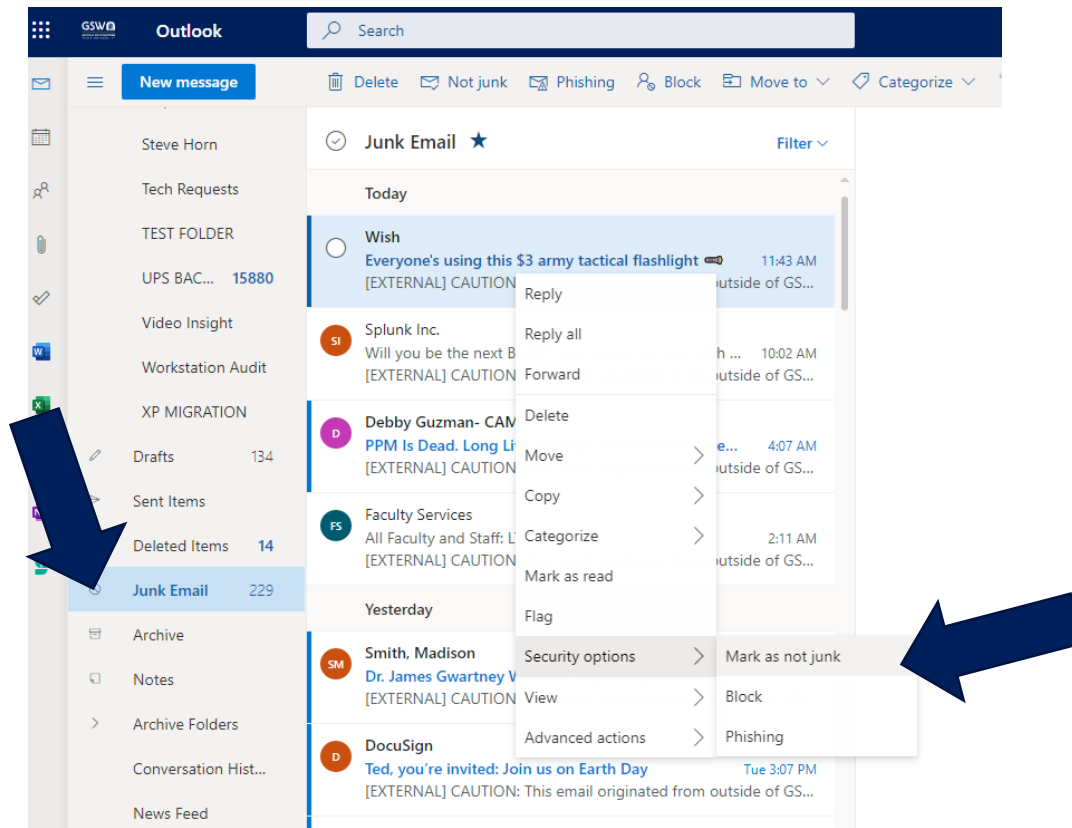
Go to your "Junk Email" folder. Right-Click on the message. Navigate to Junk > Not Junk

The screenshot displays the Outlook Desktop interface. On the left sidebar, the 'Junk Email' folder is selected, indicated by a blue arrow. The main pane shows a list of emails. The selected email is from 'Splunk Inc.' with the subject 'Will you be the next BOSS? Join Splunk on May 14th to find out!'. A right-click context menu is open over this email, showing various actions. The 'Junk' option is expanded, and 'Not Junk' is highlighted, as indicated by a second blue arrow. The email content shows a warning: '[EXTERNAL] CAUTION: This email originated from outside of GSW. Use caution replying or supplying information, clicking links or opening attachments...'. Below the email content, there is a warning icon and text: 'This item will expire in 29 days. To keep this item longer... Links and other functionality have been disabled in this... The Outlook Junk Email filter marked this message as sp... We removed extra line breaks from this message.'

WHAT IF I DECIDE I WANT A MESSAGE MARKED AS JUNK BACK IN MY INBOX?

OUTLOOK WEB APP EXPERIENCE:

Go to your "Junk Email" folder. Right-Click on the message. Navigate to Security Options > Mark as not Junk



WHAT IF I RECEIVE AN OFFENSIVE EMAIL IN MY INBOX OR JUNKMAIL?

- **CREATE A HELPDESK TICKET**
- **IIT WILL WORK WITH YOU TO ENSURE THE CONTENT IS REMEDIATED**

The screenshot shows the top navigation bar of the Georgia Southwestern State University website. The header includes contact information (admissions@gsw.edu, 877-871-4594) and utility links (A-Z Index, Directory, Map, Visit, Give, Apply). Below the header is a main navigation menu with links for About, Academics, Admissions, Financial Aid, Athletics, and Student Life. A dropdown menu is open under 'Academics', showing four columns of sub-links: 'Colleges & Departments' (Arts & Sciences, Business & Computing, Education, Nursing & Health Sciences), 'Academics' (Academic Affairs, Degree Programs, Distance Learning, Office of the Registrar), 'Academic Resources' (Experiential Learning, Library, Schedule of Classes, Writing Center), and 'Campus Technology' (Email, GeorgiaVIEW / GoVIEW, RAIN, Technical Support). Two blue arrows point to the 'Academics' link in the main menu and the 'Technical Support' link in the dropdown menu.

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[Request Technical Support](#) →

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