



# How to Customize Omega Shield

**Warning:** This document contains detailed technical information on how to customize the Omega Shield Anti-Spam system.

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## Customizing your Omega Shield Service

To customize your own personal settings on the Omega Shield Service:

Open a web browser and navigate to the following address:

<https://omegashield.omegacloud.ca>

**or**

In the quarantine report, click the link and the end of the line “To view your entire quarantine inbox or manage your preferences: [Click here](#)”

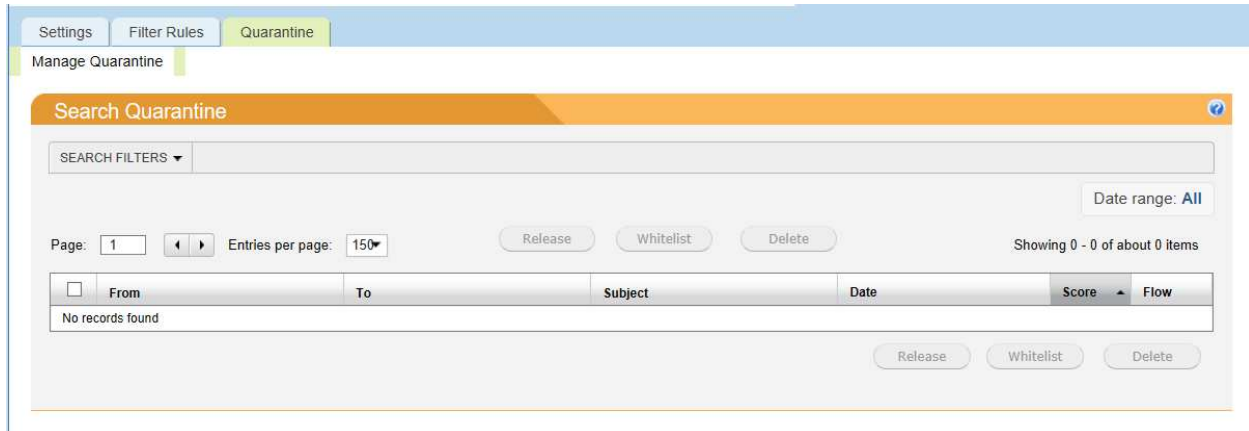
- 1) This is the login page:
- 2) If this is your first time, click [Forgot your Password?](#), enter your email and click Send. A new password will be e-mailed to you. Use this password to logon to the Omega Shield portal.

Language: English (English) [v]  
Email Address: [text input]  
Password: [text input]  
[Forgot your Password?](#)  
Login

Enter your email address and click the Send button. Your password will then be emailed to you.  
Email Address: [text input]  
Send Back

## Quarantine Management

Click the Quarantine tab to manage your quarantined items.



The screenshot shows the 'Quarantine' tab selected in the top navigation bar. Below it is the 'Manage Quarantine' section, which includes a 'Search Quarantine' panel. This panel has a 'SEARCH FILTERS' dropdown, a 'Date range: All' selector, and pagination controls (Page: 1, Entries per page: 150). There are three buttons: 'Release', 'Whitelist', and 'Delete'. Below these is a table with columns: From, To, Subject, Date, Score, and Flow. The table contains the text 'No records found'. At the bottom right of the table area are three buttons: 'Release', 'Whitelist', and 'Delete'.

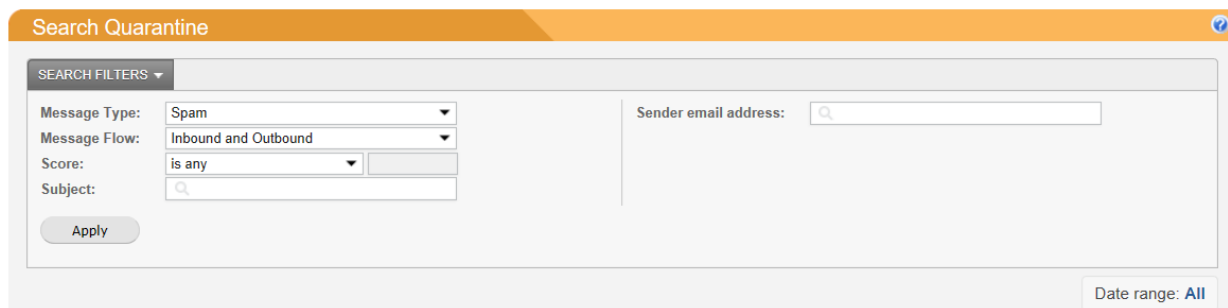
Highlight or check any quarantine items and then click Release, Whitelist or Delete.

Release will deliver the email but won't affect training of the system.

Whitelist will deliver the email and will allow all future emails to avoid quarantine from that sender.

Delete will delete email but not effect training of the system.

To search for a particular email, click the triangle next to "Search Filters" to expand the options. You can choose any of the parameters to customize the search. You can use "\*" wildcards if you do not have the full email address. For example, [KingGeorge@Buckingham.co.uk](mailto:KingGeorge@Buckingham.co.uk) can be searched as king\* or \*Buckingham\*. You can also select a specific date range (bottom right corner) by clicking the All link and select a date range. Click Apply when you have entered the search criteria.



This screenshot shows the 'Search Filters' section expanded. It includes several dropdown menus: 'Message Type' (set to Spam), 'Message Flow' (set to Inbound and Outbound), and 'Score' (set to is any). There is a 'Subject' search field with a magnifying glass icon. To the right is a 'Sender email address' search field with a magnifying glass icon. An 'Apply' button is located at the bottom left of the filter section. A 'Date range: All' selector is at the bottom right.

## Personal Blacklists and Whitelists

Blacklists will block all future emails coming from a specific sender or domain (the part after the @ sign). Whitelists will allow all future emails from a specific sender or domain. Note that this only affects your email behaviour.

Click the Filter Rules Tab to see your own personal list. Click on User Blacklist or User Whitelist to manage each list.

Settings Filter Rules **Quarantine**

User Blacklist **User Whitelist**

### Blacklisted Email Addresses

Page: 1 Entries per page: 25 Email:  Showing 1 - 1 of 1 items

<input type="checkbox"/>	Sender Email	Comment	Last Modified	Options
<input type="checkbox"/>	productinfo@e.connectwise.com	Added using STOAv2	2019-04-26 10:13:48	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Import</a> <a href="#">Add</a>

### Blacklisted Domains

Page: 1 Entries per page: 25 Domain:  Showing 0 - 0 of 0 items

<input type="checkbox"/>	Sender Domain	Include Subdomains	Comment	Last Modified	Options
No records found.					

Settings Filter Rules **Quarantine**

User Blacklist **User Whitelist**

### Whitelisted Email Addresses

Page: 1 Entries per page: 25 Email:  Showing 1 - 1 of 1 items

<input type="checkbox"/>	Sender Email	Comment	Last Modified	Options
<input type="checkbox"/>	support@dingdong.com	Added using STOAv2	2019-04-22 08:50:01	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Import</a> <a href="#">Add</a>

### Whitelisted Domains

Page: 1 Entries per page: 25 Domain:  Showing 0 - 0 of 0 items

<input type="checkbox"/>	Sender Domain	Include Subdomains	Comment	Last Modified	Options
No records found.					



Click “Add” to add an email on the list. For example, if you want to allow all emails from @gmail.com (which is not recommended) then enter it in the Whitelisted Domains area. If you wish to remove any email or domains from the list, click the (X) on the right of the line to remove that setting. Click then Pen icon (edit) allows you to edit the address or domain.

## Changing Your Omega Shield Service Password

Click the Settings tab and Change Password sub-tab. Enter old and new passwords and click Change.

The screenshot shows the 'Change Password' form within the 'Settings' > 'Change Password' sub-tab. The form has an orange header bar with the title 'Change Password' and a help icon. It contains three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. A 'Change' button is located on the right side of the form.

## Changing Quarantine Settings

Click Settings and Quarantine Report Settings. Select language, report frequency and what to include in each report. Click Save when done.

The screenshot shows the 'Quarantine Settings' form within the 'Settings' > 'Quarantine Report Settings' sub-tab. The form has an orange header bar with the title 'Quarantine Settings' and a help icon. It contains three dropdown menus: 'Language:' (set to 'English (English)'), 'Email me a quarantine report every:' (set to 'Day'), and 'Include the following items in the report:' (set to 'New items since last report only'). A 'Save' button is located on the right side of the form.

## Microsoft Outlook Add-In

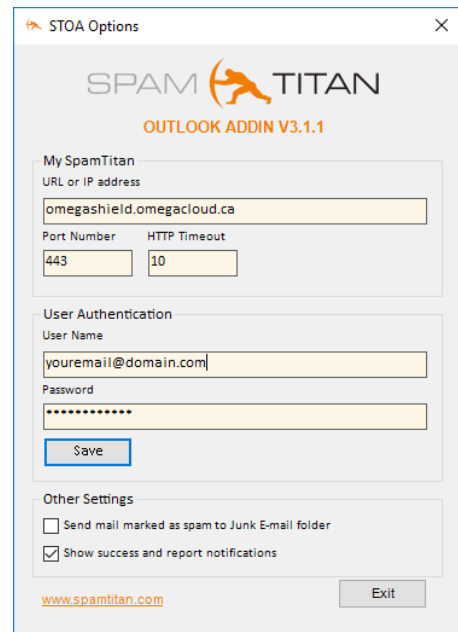
There is an optional Microsoft Outlook Add-In module that provides some direct spam functionality in the Microsoft Outlook application. In order to use this plugin, the computer must have the minimum requirements. Net Framework 3.5 SP1 or higher, Outlook 2007 or higher, Windows XP or higher.

You can install the **OmegaShieldForOutlook.msi** plug-in by downloading it from the website listed below (please note that you may require administrator access to your computer in order to install software).

<https://drive.omegacloud.ca:510/shares/file/abec519d34d26b/>

After installing the Omega Shield Add-In, it should prompt you to configure it. If it doesn't, or you skip the configuration, you can get to it by going to the Add-ins tab in Outlook:

1. Click Options to setup your account.
2. Enter the URL as [omeshield.omegacloud.ca](https://drive.omegacloud.ca:510/shares/file/abec519d34d26b/)
3. Enter the Port Number as 443 and HTTP Timeout 10
4. Enter your email address and Password that was sent or set by you the step above.
5. Click SAVE
6. Optionally, you can tell Omega Shield to send email marked as Spam to your Junk Folder in Outlook, although we would not recommend this option if you do not already use your Junk Folder.
7. Check show success and report notifications should be checked.
8. Click Exit



STOA Options

SPAM TITAN  
OUTLOOK ADDIN V3.1.1

My SpamTitan  
URL or IP address  
omeshield.omegacloud.ca

Port Number HTTP Timeout  
443 10

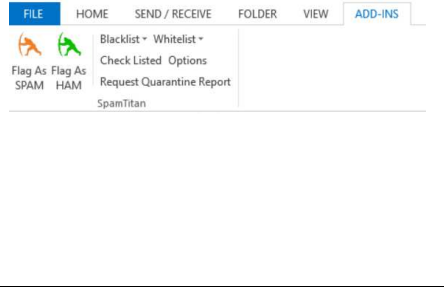
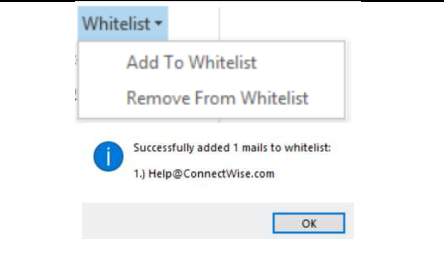
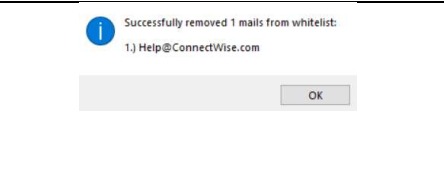
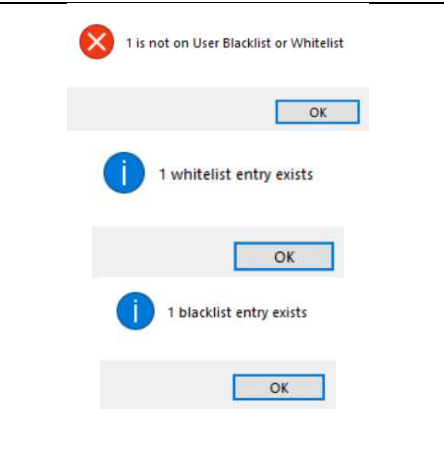
User Authentication  
User Name  
youremail@domain.com  
Password  
\*\*\*\*\*

Save

Other Settings  
 Send mail marked as spam to Junk E-mail folder  
 Show success and report notifications

www.spamtitan.com Exit

The new Outlook Add-in will be a new Tab under ADD-INS.

<p><b>Flag as SPAM</b> – Highlight an email and the click Flag as SPAM. This will train Omega Shield to recognize this email as SPAM in the future. This will not add them to your blacklists.</p> <p><b>Flag as HAM (non-SPAM)</b>– Highlight an email and the click Flag as HAM. This will train Omega Shield to recognize this email as good in the future. This will not add them to your whitelists.</p>	
<p><b>To Add to Blacklist or Whitelist</b></p> <p>Highlight an email and the click Blacklist or Whitelist. You will be prompted to Add or Remove it from the list.</p> <p>(Whitelist example show on right)</p>	
<p><b>To Remove from Blacklist or Whitelist</b></p> <p>Highlight an email and the click Whitelist or Blacklist. You will be prompted to Add or Remove from this list.</p>	
<p><b>To Check if an Email is Listed on Black or White list</b></p> <p>Highlight an email and click Check Listed. This will tell you if that email is black or white listed.</p> <p>If they are on the list, you will see a response 1 entry exists. 1 refers to how many emails were selected when you click on Check Listed.</p> <p>If you highlighted two emails and clicked Check Listed, you may get two responses like 1 whitelist exists and 1 is not on User Blacklist or Whitelist.</p>	
<p><b>Request Quarantine Report</b> – If you require a recent quarantine report to see if any mail is sitting in quarantine before the next daily report, click this to receive a report. Please note that this time that you will NOT receive a report if there are no items in quarantine. It is hoped this will be addressed in the next version of the Omega Shield Service.</p>	