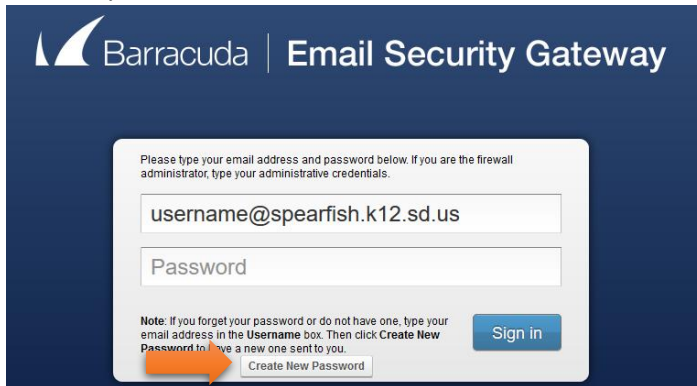


How to Change Your SPAM Filter Password


1. Go to our District Website Homepage and click on **Quick Links** and choose **SPAM Summary**



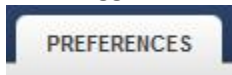
2. Enter in your full email address in the username field



3. Click **Create New Password**
4. A new password will be emailed to your email address. Open your email and look for a message from **Email Security Gateway** with the subject **User Quarantine Account Information**

Name	Subject
 "Email Security Gateway" <NoReplySPAM@spearfish.k12.sd.us>	User Quarantine Account Information

5. Highlight and copy the temporary password from this email and paste it into the password field on the SPAM login page.
6. Once logged in, click the **Preferences** tab at the top



7. Click **Password**



8. Paste the temporary password in from the email you received, then enter a new password and **Save Password**.

