
Implementation Guide

v7.5.4
Symantec™ Mail Security for Microsoft® Exchange Implementation Guide

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Documentation version: 1.0

11 August, 2016.

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- Hardware information
- Available memory, disk space, and NIC information
- Operating system
- Version and patch level
- Network topology
- Router, gateway, and IP address information
- Problem description:
  - Error messages and log files
  - Troubleshooting that was performed before contacting Symantec
  - Recent software configuration changes and network changes

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- Latest information about product updates and upgrades
- Information about upgrade assurance and support contracts
- Information about the Symantec Buying Programs
- Advice about Symantec's technical support options
- Nontechnical presales questions
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- Europe, Middle-East, and Africa: semea@symantec.com
- North America and Latin America: supportsolutions@symantec.com
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Introducing Symantec Mail Security for Microsoft Exchange

This chapter includes the following topics:

- About Symantec Mail Security for Microsoft Exchange
- What's new in Mail Security
- Components of Mail Security
- How Mail Security works
- What you can do with Mail Security
- Where to get more information about Mail Security

About Symantec Mail Security for Microsoft Exchange

Symantec™ Mail Security for Microsoft® Exchange (Mail Security) provides a complete, customizable, and scalable solution that scans the emails that transit or reside on the Microsoft Exchange Server.

Mail Security protects your Exchange server from the following:

- Threats (such as viruses, Trojan horses, worms, and denial-of-service attacks)
- Security risks (such as adware and spyware)
- Unwanted content
- Unwanted file attachments
Unsolicited email messages (spam)

Mail Security also lets you manage the protection of one or more Exchange servers from a single console.

See “What you can do with Mail Security” on page 16.

The Exchange environment is only one avenue by which a threat or a security risk can penetrate a network. For complete protection, ensure that you protect every computer and workstation by an antivirus solution.

See “About using Mail Security with other antivirus products” on page 50.

What's new in Mail Security

Table 1-1 lists the new and the enhanced features in Mail Security.

---

**Note:** Mail Security 7.5.x supports Microsoft Exchange 2007 installed on Microsoft Windows 2008 only. (Mail Security 7.5.x does not support Microsoft Exchange 2007 installed on Microsoft Windows 2003.)

For more information, see the *Symantec Mail Security for Microsoft Exchange Implementation Guide* and Online Help.

**Table 1-1** New or enhanced features in 7.5.4

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhanced Anti-Spam</td>
<td>Enhanced Anti-Spam feature by providing additional option for suspected spam. The new options are Marketing Mail, Newsletter, and Suspicious URL.</td>
</tr>
<tr>
<td>Additional option to exclude scanning of Journal database</td>
<td>Provided addition option to exclude the scanning of Journal database from On Access and Background scanning. This is applicable only for Microsoft Exchange 2007 and 2010.</td>
</tr>
</tbody>
</table>

Components of Mail Security

**Symantec Mail Security for Microsoft Exchange**

This software protects your Exchange servers from threats (such as viruses and denial-of-service attacks) and security risks (such as adware and spyware). It also detects spam email messages and unwanted email attachments.

**Location on the product CD:**
LiveUpdate™ Administration Utility

This utility lets you configure one or more intranet FTP, HTTP, or LAN servers to act as internal LiveUpdate servers. LiveUpdate lets Symantec products download program and definition file updates directly from Symantec or from a LiveUpdate server.

For more information, see the LiveUpdate Administrator documentation on the Mail Security product CD in the following location:

\DOCS\LUA\Location on the product: \ADMTOOLS\LUA\Symantec Central Quarantine

This utility lets Mail Security forward infected messages and the messages that contain certain types of violations from the local quarantine to the Central Quarantine. This utility acts as a central repository.

For more information, see the Symantec Central Quarantine Administrator's Guide on the Mail Security product CD in the following location:

\DOCS\DIS\CentQuar.pdfLocation on the product CD: \ADMTOOLS\DIS

Mail Security for Microsoft Exchange Management Pack

This component lets you integrate Symantec Mail Security for Microsoft Exchange events with Microsoft System Center Operations Manager (SCOM) 2007 R2/2012.

Pre-configured Computer Groups, Rule Groups/Rules, and Providers are automatically created when you import the management pack. These rules monitor specific Symantec Mail Security for Microsoft Exchange events in the Windows Event Log and the Windows Performance Monitor.

For more information, see the Symantec Mail Security for Microsoft Exchange Management Pack.

Location on the product: \ADMTOOLS\Mgmt_Pack

How Mail Security works

Mail Security can scan messages and their attachments to detect the following:

- Risks
  - Risks are comprised of threats and security risks
- Threats
Threats include viruses, worms, and Trojan horses
See “Configuring a threat detection” on page 87.

■ Security risks
   Security risks include adware, spyware, and malware
   See “Configuring a security risk detection” on page 90.

■ Spam
   See “About spam detection” on page 97.

■ Email attachment violations

■ Content filtering rule violations
   See “About content filtering” on page 113.

Mail Security takes the actions that you specify in the respective policies when a violation is detected.

See “About Mail Security policies” on page 84.

Mail Security contains a decomposer that extracts container files so that they can be scanned. The decomposer continues to extract container files until it reaches the base file or until it reaches its extraction limit. If the decomposer reaches the set limit before the base file is reached, the scanning process stops. Mail Security then logs the violation to the specified logging destinations, and the file is handled according to Unscannable File Rule.

See “Configuring rules to address unscannable and encrypted files” on page 94.

What you can do with Mail Security

Table 1-2 lists the tasks that you can perform with Mail Security.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage your Exchange environment by using policies</td>
<td>You can configure Mail Security for Microsoft Exchange 2013 and 2016 to scan email messages and their attachments for threats such as viruses, Trojan horses, adware, spyware, and spam. You can define policies to detect potential risks to your Microsoft Exchange email system and process email messages and attachments that contain threats. See “About Mail Security policies” on page 84.</td>
</tr>
</tbody>
</table>
### Table 1-2 What you can do with Mail Security (continued)

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
</table>
| Scan your Exchange server for risks and violations | You can keep your server protected by performing any of the following types of scans:  
  ■ Auto-Protect scans  
  ■ Manual scans  
  ■ Scheduled scans  

See “About the types of scanning that you can perform” on page 165.                                                                                                                                                                                                                                                                                        |
| Protect against threats                  | Symantec engineers track reported outbreaks of threats (such as viruses, Trojan horses, and worms) to identify new risks. After a threat is identified, information about the threat (a signature) is stored in a definition file. This file contains information to detect and eliminate the threat. When Mail Security scans for threats, it searches for these signatures. Definition files are downloaded using LiveUpdate or Rapid Release.  

See “About keeping your server protected” on page 218.  
Mail Security also uses Symantec Bloodhound heuristics technology to scan for threats for which no known definitions exist. Bloodhound heuristics technology scans for unusual behaviors such as self-replication to target potentially infected message bodies and attachments.  
See “Configuring a threat detection” on page 87.                                                                                                                                                                                                                                                                                                                    |
| Keep your protection up-to-date          | Mail Security relies on up-to-date information to detect and eliminate risks. One of the most common reasons computers are vulnerable to attacks is that definition files are out-of-date. Symantec regularly supplies updated definition files. Using LiveUpdate, Mail Security connects to a Symantec server over the Internet and automatically determines if definitions need to be updated. If they do, the definition files are downloaded to the proper location and installed. If you need a quicker response for emerging threats, you can enable Rapid Release to get the most current definitions that are available.  

See “About keeping your server protected” on page 218.  
See “About using Mail Security with other antivirus products” on page 50.  
**Note:** You must have a valid license to update definitions.  
See “About licensing” on page 55.                                                                                                                                                                                                                                                                                                                                 |
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify spam email</td>
<td>Spam is unsolicited bulk email, which most often advertises messages for a product or service. It wastes productivity, time, and network bandwidth. Symantec Premium AntiSpam provides continuous updates to the premium antispam filters to ensure that your Exchange server has the most current spam detection filters. See “How to detect spam using Symantec Premium AntiSpam” on page 98. See “Configuring whitelists” on page 98. You must have a valid Symantec Premium AntiSpam license to enable Symantec Premium AntiSpam. See “About licensing” on page 55.</td>
</tr>
<tr>
<td>Filter undesirable message content and attachments</td>
<td>Mail Security lets you create the content filtering rules that you can use to filter email messages and attachments. Mail Security provides some predefined file filtering rules that you can use to enforce email attachment policies. Mail Security also uses match lists to filter email messages and attachments for specific words, terms, and phrases. Mail Security also provides the predefined content filtering policy templates that help prevent data leakage. See “About content filtering” on page 113.</td>
</tr>
<tr>
<td>Apply X-headers to messages for archiving</td>
<td>Mail Security provides default X-headers that you can apply to the email messages that contain content filtering rule violations or are spam or suspected spam. You can modify the default X-headers, or you can create your own. See “About applying X-headers to messages for archiving” on page 111.</td>
</tr>
</tbody>
</table>
### Table 1-2 What you can do with Mail Security *(continued)*

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
</table>
| Manage outbreaks              | An outbreak occurs when the number of threats to the Microsoft Exchange system that are detected over a period of time exceeds a specified limit. Mail Security lets you manage outbreaks quickly and effectively by setting outbreak rules and sending notifications when an outbreak is detected. You can also select an action to take when an outbreak is detected, such as the following:  
  - Delete the entire message.  
  - Delete the attachment or the message body.  
  - Quarantine entire message and replace with text.  
  - Quarantine the attachment or the message body.  
  - Log the event.  
  - Add Tag to the beginning of the subject line.  
  You can set rules to define an outbreak based on event. For example, the same threat occurs a specified number of times within a specified time period. You can also configure Mail Security to send notifications and alerts in the case of an outbreak. See “About outbreak management” on page 180. |
| Quarantine infected message bodies and attachments | Mail Security for Microsoft Exchange includes a local quarantine that can store the infected message bodies and attachments that are detected during scans. You can configure Mail Security to quarantine threats and security risks, and file filtering violations in the local quarantine.  
  The quarantined items that contain threats can be forwarded to the Symantec Central Quarantine, if it is installed. The Symantec Central Quarantine program is available on the Mail Security product CD.  
  You can quarantine the entire message or by parts.  
  See “About the quarantine” on page 75. |
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
</table>
| Monitor Mail Security events | Mail Security logs events to the Windows Application event log. You can view the events that are logged to the Windows Application event log from the console.  
See “Viewing the Mail Security Event log” on page 191.  
Mail Security logs extensive report data on threats, security risks, violations, spam, and server information to the reports database. You can use this data to generate summary or detailed reports based on different subsets of the data.  
See “About logging events” on page 190.  
See “Creating or modifying a Summary report template” on page 198.  
See “Creating or modifying a Detailed report template” on page 203. |
| Generate reports            | Mail Security collects scan data from your Exchange servers and generates reports.  
Mail Security provides the preconfigured report templates that you can modify. You can also create your own report templates.  
You can create the following types of report templates:  
■ Summary  
■ Detailed  
See “About generating reports” on page 196. |
| Send notifications when a threat or violation is detected | Mail Security provides several options for notifying administrators, internal senders, and email recipients of threats and violations.  
Mail Security lets you define the conditions in which to send an alert. You can also customize the alert message text for each alert condition that you define.  
See “Configuring rules to address unscannable and encrypted files” on page 94.  
See “Configuring a threat detection” on page 87.  
See “Configuring notification settings for scan violations” on page 179. |
Table 1-2 What you can do with Mail Security (continued)

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
</table>
| Manage single and multiple Exchange servers | Mail Security can protect one or more Exchange servers. If your organization has multiple Exchange servers, you can manage all the servers from the same console that you use to manage a single server. By switching between the server view and group view, you can manage the following:  
  ■ Configuration settings for individual servers  
  ■ All servers in a specific location  
  See “About managing your Exchange servers” on page 61. |

Where to get more information about Mail Security

Mail Security includes a comprehensive Help system that contains conceptual, procedural, and context-sensitive information. Press F1 to access information about the page on which you work. If you want more information about the features that are associated with the page, perform any of the following tasks:

■ Click the More Information link in the Help page.

■ Access the Table of Contents, Index, or Search tabs in the Help viewer to locate a topic.

You can visit the Symantec website for more information about your product; the following online resources are available:

■ Provides an access to the technical support knowledge base, newsgroups, contact information, downloads, and mailing list subscriptions  
  www.symantec.com/techsupp/ent/enterprise.html

■ Provides the information about registration, frequently asked questions, how to respond to error messages, and how to contact Symantec License Administration  
  www.symantec.com/products-solutions/licensing/

■ Provides product news and updates  
  www.symantec.com/enterprise/index.jsp

■ Provides an access to the Threat Explorer, which contains information about all known threats  
  www.symantec.com/enterprise/security_response/threatexplorer/azlisting.jsp
Installing Symantec Mail Security for Microsoft Exchange

This chapter includes the following topics:

- Before you install
- System requirements
- Installing Symantec Mail Security for Microsoft Exchange
- Post-installation tasks
- Uninstalling Symantec Mail Security for Microsoft Exchange

Before you install

Ensure that you meet all system requirements before you install Mail Security. Select the installation plan that best matches your organization's needs, and ensure that you have met the preinstallation requirements.

See “System requirements” on page 29.

See "Installing Symantec Mail Security for Microsoft Exchange" on page 32.

See "Uninstalling Symantec Mail Security for Microsoft Exchange" on page 54.

Install Mail Security on Mailbox servers in your organization.
**Note:** Symantec Mail Security for Microsoft Exchange 7.5.3 console only connects to the server of 7.5.3. If you try to connect to Symantec Mail Security for Microsoft Exchange server from a console of older version and converse is not supported.

If you want to install Mail Security on Exchange Server 2013/2016, install the product on Mailbox servers in your organization.

**Note:** The email flow architecture is changed significantly in Exchange Server 2013/2016. When you send an email from a client, a receive connector receives it on any Mailbox server that is available in the site. For example, you want to send an email from Server A to a user on Server A where Mail Security is installed and there are multiple mailbox servers in that site. In this case, the email might go to any server in the site based on the availability of the server and would be routed back to Server A for delivery. If Mail Security is not installed on the other servers in the site and the email goes to one of these servers, then the email is not scanned. Therefore, ensure that you install Mail Security on all the Exchange 2013/2016 Mailbox servers in the site for better protection.

You must uninstall and reinstall the product if you change the server role on which Mail Security is installed.

Do the following before you install the product:

- If you have Symantec Brightmail™ AntiSpam on the same server on which you want to install Mail Security, you must uninstall Symantec Brightmail AntiSpam before you install Mail Security. It is recommended that you do not run Mail Security on the same server as Symantec Brightmail AntiSpam.

- If you use the optional email tools feature of Symantec Endpoint Protection (SEP) or Symantec AntiVirus™ Corporate Edition (SAV-CE), you must uninstall the feature before you install Mail Security. These email tools are not compatible with Mail Security or Microsoft Exchange.

- If you have any antivirus software that is on the server on which you want to install Mail Security, you must disable it before you install Mail Security. After installation but before you turn on the antivirus protection, configure your other antivirus programs to exclude certain folders from scanning.

- If you have any malware agent installed on the server on which you want to install Mail Security, you must disable it.
Note: The Mail Security installer disables the Microsoft Exchange malware agent during installation. If the installer fails to disable the malware agent, then make sure that you disable it manually after the installation. Mail Security may not function properly if any other malware agent is enabled. Therefore, make sure that you disable the malware agent before you use Mail Security.

- Log on as a Windows domain administrator to install Mail Security components correctly.
- Modify your screen resolution to a minimum of 1024 x 768. Mail Security does not support a resolution less than 1024 x 768.

While installing Symantec Mail Security on Exchange 2013/2016 mailbox role, the installer needs a domain user account for installing Mail Security services. This domain account will be used as a service account for running Mail Security services. Before running the installer, you must create a domain user account that fulfils following criteria.

- The domain account must have a mailbox.
- The domain account must not be member of domain administrator's group.
- The user (domain account) must be a member of Organization Management group under the Microsoft Exchange Security Groups Organizational Unit.
- By default, Organization Management group is a member of the local Administrators group on all the exchange servers in the organization. If not, then add the user to the local Administrators group.
- You may use different user account for installations of Mail Security on other Exchange 2013/2016 mailbox servers within that domain for better performance.
- When the user updates the password, the same password must be provided to the Mail Security Service on all Exchange 2013/2016 mailbox role servers.

Note: While installing Mail Security on local Exchange 2013/2016 Mailbox server, in the Logon Information screen, specify the domain user credentials in the User name and Password fields. Mail Security provides this user account Application Impersonation and Logon as service rights.

Ensure that the following IIS Role Service components are installed when you install Mail Security on Windows Server 2008 for Exchange Server 2013/Server 2016. This installation is applicable for both remote installation and local installation.

- Application Development - ASP.NET
- Security - Windows Authentication, Basic Authentication, Digest Authentication
Management Tools - IIS management console, IIS 6 Scripting Tools

Software component locations

Table 2-1 lists the default locations in which Mail Security installs software components.

### Table 2-1  Software component locations

<table>
<thead>
<tr>
<th>Component</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail Security program files</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server</td>
</tr>
<tr>
<td>Quarantined items in encrypted format</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server \Quarantine</td>
</tr>
<tr>
<td><strong>Note:</strong> Configure all antivirus file system scanners to exclude the quarantine directory from scanning. The system scanners might try to scan and delete the Mail Security files that are placed in the quarantine directory.</td>
<td></td>
</tr>
<tr>
<td>Reporting data</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server \Reports</td>
</tr>
<tr>
<td>Data files for the reports that are generated</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server \Reports&lt;report name&gt;</td>
</tr>
<tr>
<td>Report templates</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server \Reports\Templates</td>
</tr>
<tr>
<td>Match list files</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server \MatchLists</td>
</tr>
<tr>
<td>Allowed senders files and Symantec Premium AntiSpam configuration files</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server \SpamPrevention</td>
</tr>
</tbody>
</table>
Table 2-1  Software component locations  (continued)

<table>
<thead>
<tr>
<th>Component</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location where Mail Security scans items</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server\Temp</td>
</tr>
<tr>
<td><strong>Note</strong>: Configure all antivirus products that scan files to</td>
<td></td>
</tr>
<tr>
<td>exclude the Temp directory from scanning. The system scanners</td>
<td></td>
</tr>
<tr>
<td>might try to scan and delete the Mail Security files that are</td>
<td></td>
</tr>
<tr>
<td>placed in the Temp directory during the scanning process.</td>
<td></td>
</tr>
<tr>
<td>Dynamic-link libraries for Symantec Premium AntiSpam</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server\bin</td>
</tr>
<tr>
<td>Manual and scheduled scan mailbox configuration data</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server\Config</td>
</tr>
<tr>
<td>Configuration files for allowed and blocked senders for</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server\etc</td>
</tr>
<tr>
<td>Symantec Premium AntiSpam</td>
<td></td>
</tr>
<tr>
<td>Component logs for Symantec Premium AntiSpam</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server\logs</td>
</tr>
<tr>
<td>Statistical information on the effectiveness of Symantec</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server\stats</td>
</tr>
<tr>
<td>Premium AntiSpam rules</td>
<td></td>
</tr>
<tr>
<td>Console files</td>
<td>C:\Program Files (x86)\Symantec\CMaF\2.3</td>
</tr>
<tr>
<td>Component to update virus definitions</td>
<td>C:\Program Files (x86)\Symantec\LiveUpdate</td>
</tr>
<tr>
<td>Definitions</td>
<td>Windows Server 2008 - C:\ProgramData\Symantec \Definitions\SymcData \virusdefs32</td>
</tr>
</tbody>
</table>
Table 2-1  Software component locations  (continued)

<table>
<thead>
<tr>
<th>Component</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>License files</td>
<td>■ C:\ProgramData\Symantec Shared\Licenses</td>
</tr>
<tr>
<td></td>
<td>Note: This license file location only applies to Windows Server 2008.</td>
</tr>
<tr>
<td></td>
<td>■ C:\Program Files (x86)\Common Files\Symantec Shared\Licenses</td>
</tr>
<tr>
<td>Verity content extraction component</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server\Verity\bin</td>
</tr>
<tr>
<td>Mail Security Web service components</td>
<td>C:\Program Files (x86)\Symantec\CMaF\2.3\bin</td>
</tr>
<tr>
<td>Content filtering rules</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server\Policies</td>
</tr>
<tr>
<td>Scan job configuration</td>
<td>C:\Program Files (x86)\Symantec\SMSMSE\7.5\Server\ScanJobs</td>
</tr>
</tbody>
</table>

See “Before you install” on page 22.

About security and access permissions

Mail Security automatically creates the following user groups and assigns them access when you install the product:

**SMSMSE Admins**

Permits read and write access to all Mail Security components and features.

Users in this group can change settings for Mail Security through the console.

The user who installs Mail Security is automatically added to the SMSMSE Admins group.
| SMSMSE Viewers | Permits read-only access to Mail Security components and features. Users in this group cannot change settings for Mail Security. Users can view reports, event logs, and settings through console-only installations. See "Installing the Mail Security console" on page 38. |

The user groups are domain-wide for Active Directory. You can use the Active Directory Users and Computers Microsoft Management Console (MMC) snap-in to change membership in the groups.

Users must be designated in one of the SMSMSE user groups to access the product. For example, administrators who are not in one of the SMSMSE user groups are not granted access to Mail Security. Adding a user to the SMSMSE Admins group does not automatically grant the user Windows Local Administrator, Windows Domain Administrator, or Exchange administrator rights.

Security is also set for the Mail Security registry key and file folders during the security set-up process. You must have administrator access to the local servers and domain administrator rights for the security set-up to proceed.

**Reducing Mail Security installation time**

If you do not have Internet connection on your system, then installing Mail Security may take a long time to complete. Verification of certificate revocation list (CRL) is performed for every digitally signed binary which gets installed using its digital certificate. When Mail Security is not connected to the Internet, each CRL request may time out before the installation can continue and increases the installation time.


**To reduce Mail Security installation time**

1. Start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the **Advanced** tab, and then locate the **Security** section.
4. Uncheck **Check for publisher's certificate revocation** and then click **OK**.
5. After the installation is complete, check **Check for publisher's certificate revocation**.
Note: The Check for publisher's certificate revocation option is set on a per-account basis.

See “Before you install” on page 22.
See “Installing Symantec Mail Security for Microsoft Exchange” on page 32.

System requirements

Ensure that you meet the appropriate system requirements for the type of installation that you want to perform.

See “Before you install” on page 22.
See “Server system requirements” on page 29.
See “Console system requirements” on page 31.
See “Port requirements” on page 31.

Mail Security supports various platforms of Microsoft Small Business Server. For the support matrix information, go to the following Symantec Knowledge Base article:

http://www.symantec.com/business/support/index?page=content&id=TECH97861

Server system requirements

You must have domain administrator-level privileges to install Mail Security.

The server system requirements are as follows:
For installing Microsoft Exchange 2013 the following exchange platforms are required:

- Exchange Server 2013

The minimum operating system requirements for Microsoft Exchange 2013 are:

- Windows Server 2008 R2 (64-bit) Standard or Enterprise Edition
- Windows Server 2012
- Windows Server 2012 R2

For installing Microsoft Exchange 2016 the following exchange platforms are required:

- Exchange Server 2016

The minimum operating system requirements for Microsoft Exchange 2016 are:

- Windows Server 2012
- Windows Server 2012 R2

Ensure that the components .NET Framework, MDAC, and DirectX are installed before you install Mail Security.

Adobe Acrobat Reader is not a requirement to install and run Mail Security. However, it is required to view the reports that are generated in .pdf format. You can download Adobe Acrobat Reader from www.adobe.com. You must also have Internet Explorer 8.0 or later to view the reports.

See “Installing Mail Security on a local server” on page 33.

See “Silently installing Mail Security using an automated installation tool” on page 43.

See “About installing Mail Security on remote servers” on page 40.
Console system requirements

You can install the Mail Security console on a computer on which Mail Security is not installed.

Table 2-2 describes the Mail Security console system requirements.

Table 2-2 Console system requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Mail Security supports the following operating systems:</td>
</tr>
<tr>
<td></td>
<td>■ Windows Vista</td>
</tr>
<tr>
<td></td>
<td>■ Windows Server 2008</td>
</tr>
<tr>
<td></td>
<td>■ Windows Server 2008 R2</td>
</tr>
<tr>
<td></td>
<td>■ Windows 7</td>
</tr>
<tr>
<td></td>
<td>■ Windows 8</td>
</tr>
<tr>
<td></td>
<td>■ Windows 2012</td>
</tr>
<tr>
<td></td>
<td>■ Windows 10</td>
</tr>
<tr>
<td></td>
<td>Mail Security Console supports 32-bit and 64-bit processors on all supported operating systems.</td>
</tr>
<tr>
<td>Memory</td>
<td>1 GB</td>
</tr>
<tr>
<td>Available disk space</td>
<td>1 GB</td>
</tr>
<tr>
<td></td>
<td>This requirement does not include the space that Mail Security requires for items such as quarantined messages and attachments, reports, and log data.</td>
</tr>
<tr>
<td>.NET Framework</td>
<td>Version 2.0</td>
</tr>
<tr>
<td></td>
<td>Ensure that .NET Framework is installed before you install Mail Security.</td>
</tr>
</tbody>
</table>

Adobe Acrobat Reader is not a requirement to install and run the Mail Security console. However, it is required to view the reports that are generated in .pdf format. You can download Adobe Acrobat Reader from www.adobe.com. You must also have Internet Explorer 8.0 or later to view the reports.

See “Installing the Mail Security console” on page 38.

Port requirements

Symantec Mail Security for Microsoft Exchange scans the SMTP mail traffic that passes through Exchange servers on port 25. Mail Security does not interact with MAPI or any other mail protocols, such as POP3 on port 110 or IMAP on port 143.
Some Mail Security components require certain ports for communication. Table 2-3 lists the ports that Mail Security components use by default.

Table 2-3  Ports used by Mail Security components

<table>
<thead>
<tr>
<th>Mail Security component</th>
<th>Port</th>
<th>Process</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid Release Definitions</td>
<td>21</td>
<td>ftp.exe</td>
<td>Frequent antivirus definition updates</td>
</tr>
<tr>
<td>Conduit</td>
<td>443</td>
<td>Conduit.exe</td>
<td>Continuous Premium AntiSpam updates</td>
</tr>
<tr>
<td>DEXL Service</td>
<td>8081</td>
<td>Process ID: 0 or 4 (System)</td>
<td>Console communications</td>
</tr>
<tr>
<td>CmafReportSrv</td>
<td>58081</td>
<td>CmafReportSrv.exe</td>
<td>Reporting database</td>
</tr>
</tbody>
</table>

Note: If Symantec Premium AntiSpam is enabled, ensure that you open port 443 on the firewall for bi-directional traffic to aztec.brightmail.com. If Symantec Premium AntiSpam is not licensed and enabled, Mail Security does not initiate activity on port 443. Similarly, if the optional Rapid Release feature is not enabled, Mail Security does not initiate activity on port 21.

The port that is used for communication with Mail Security Console can be configured during installation or at any time after the installation. You can see activity only on these ports when you use the console to administer a remote server.

Note: There are no port conflicts or incompatibility between Mail Security and Symantec Endpoint Protection 11.x or the Symantec Endpoint Protection Manager.

See “Console system requirements” on page 31. See “Server system requirements” on page 29.

Installing Symantec Mail Security for Microsoft Exchange

Use any of the following installation procedures based on the type of installation that you want to perform:
| Local server | You can install or upgrade Mail Security on a local computer that is running the Microsoft Exchange Server. See “Installing Mail Security on a local server” on page 33. |
| Remote server | You can install Mail Security on remote servers through the product console. See “About installing Mail Security on remote servers” on page 40. |
| Console | You can install the product console on a computer that is not running Mail Security. This way you can manage your servers from any computer that has access to your Exchange servers. See “Installing the Mail Security console” on page 38. |
| Silent/automated installation | You can install Mail Security using automated installation tools. See “Silently installing Mail Security using an automated installation tool” on page 43. |

**Installing Mail Security on a local server**

Ensure that you have met the system requirements before you begin the installation process. See “System requirements” on page 29.

**Note:** Symantec automatically installs MSXML 6.0 during installation if the installer does not detect this component.

To install mail security, you must:
- Be logged on as a member of Administrator group on the local computer.
- Be logged on as a member of Exchange Organization Management group (this privilege is required to install the transport agents) on the local computer.
- Have domain administrator privileges on the computer on which you want to install Mail Security.

Computers must support 8dot3 formatted file names for all NTFS file systems.

To install Mail Security on a local server, do the following:
<table>
<thead>
<tr>
<th>Begin the installation process</th>
<th>You can use the installation wizard to guide you through the process of selecting the product installation folder location and the type of installation that you want to perform. You can choose to retain your existing settings or use the new default settings if you want to upgrade from a previous version of Mail Security. When Mail Security detects a previous version of the product, it automatically uninstalls the previous version and then installs the new version. <strong>Note:</strong> If you choose to retain your existing settings, then Mail Security saves the existing items in the quarantine at the following temporary directory: C:\Program Files(x86)\Symantec\SMSMSEServerUpgradeTemp\Quarantine This temporary directory is typically not configured as an exclusion for the virus scanning software. As a result, the virus scanning software detects and flags any viruses or security threats in the quarantine. To avoid this situation, configure your virus scanning software to exclude this temporary directory from scanning or delete all the items from the directory.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configure additional setup options and confirm settings</td>
<td>You can specify whether you want to automatically restart the Exchange Transport Service after installation. You can also specify the Web service set-up values, designate an email notification address and SMTP server address, and review your setup configurations.</td>
</tr>
<tr>
<td>Install your licenses</td>
<td>You can install your licenses during installation. See “About licensing” on page 55. If you install a valid license, Mail Security lets you perform a LiveUpdate to obtain the most current definitions. See “About keeping your server protected” on page 218.</td>
</tr>
</tbody>
</table>
To begin the installation process

1. Insert the Mail Security product CD in the CD-ROM drive.
   The installation program launches automatically. If it does not, run `cdstart.exe` from the product CD.

2. Click **Install Symantec Mail Security for Microsoft Exchange**.

3. In the InstallShield wizard, click **Next**.

4. Click **Next** until you reach the **License Agreement** panel.

5. In the License Agreement panel, click **I accept the terms in the license agreement**, and then click **Next**.
   You must accept the terms of the license agreement for the installation to continue.

6. In the **Existing Settings** panel, select one of the following:

   - **Retain existing settings**: Retains the existing settings that are supported for migration to the new version. This option is the default setting.
   - **Install with default settings**: Installs the product with the default settings, as if you install Mail Security for the first time.

   This panel appears only if you upgrade from a previous version of Mail Security.

   **Note**: With release 7.5.3, you can now upgrade an existing minor version or a major version to version 7.5.3. For example, you can now upgrade from SMSMSE version 6.5, 7.0, 7.5, 7.5.1, and 7.5.2 to version 7.5.3.

7. In the **Destination Folder** panel, do one of the following:
   - To install the product in the default location, click **Next**.
     The default directory is as follows:
     
     C:\Program Files (x86)\Symantec\ 
   - To install the product in a different location, click **Change**, select the location of the installation folder, click **OK**, and then click **Next**.
     Mail Security does not support the directory names that contain multi-byte characters. If you intend to use the Symantec Premium AntiSpam, you
cannot install the product to a directory whose name contains high ASCII characters.

8 In the **Setup Type** panel, click **Complete**, and then click **Next**.

9 In the Symantec Endpoint Protection or Symantec AntiVirus Corporate Edition Users warning dialog box, click **OK**.

To configure additional setup options

1 In the **Exchange Transport Service Reset Options** panel, click **Next** to accept the default setting to automatically restart the Exchange Transport Service after installation.

   If you choose not to automatically restart the Exchange Transport Service after installation, you must do so manually. Otherwise, Mail Security does not function properly.

2 In the **Web Service Setup** panel, do one of the following:

   - Click **Next** to accept the default values.
   - Modify the following settings, and then click **Next**:

     **IP/Name**  
     By default, the computer name resolves to the primary external network identification card (NIC). You can also use an IP address. The IP address validates the availability of the port.

     **Port #**  
     By default, port 8081 is the port number for the Web service that Mail Security uses. A different default port number appears if port 8081 is being used by another application.

     Use a port number that is not used by another application if you change the port number. You should not use port 80. The default Web service uses port 80 and IIS hosts this port.

3 In the **Notification Email Address** panel, do one of the following to specify the email address from which email notifications are sent and to which notifications to the administrator are sent:

   - Click **Next** to accept the default value.
     The default value is: Administrator
   - Modify the originator email address, and then click **Next**.

You can modify the address after installation is complete.

See “Configuring notification settings for scan violations” on page 179.
4 In the SMTP Server Host panel, specify the SMTP server address for sending email messages.
   If you install Mail Security on a Mailbox server only, you must specify an IP address of Client Access Server (CAS). The CAS and Edge Transport server contain an SMTP transport that can receive email.
   The default server address is as follows: localhost.

5 In the Service Account Information panel, specify the user name and password of the domain user account.
   Do not specify the user name and password of the domain administrator account.

6 In the Setup Summary panel, review the information, and then click Next.
   If you need to make any modifications, click Back to return to the appropriate panel.

7 In the Ready to Install the Program panel, click Install.

To install a license and the update definitions

1 In the Install Content License File panel, do one of the following:

   Do the following:
   - Click Browse, locate the license file, and then click Open.
   - Click Install, and in the confirmation dialog box, click OK.
   - Click Next.

   Click Skip, and then click Next.
   See “About licensing” on page 55.

2 In the LiveUpdate panel, do one of the following:

   To perform a LiveUpdate
   - Click Yes, and then click Next.
   - In the LiveUpdate Options window, click Start.
   - When LiveUpdate is complete, click Close.

   To perform a LiveUpdate at a later time
   - Click No, and then click Next.
   - See “About keeping your server protected” on page 218.

This panel appears only if you installed a valid license.
3 Click **Finish**.

**Show the readme file** is checked by default. The Readme file contains the information that is not available in the product documentation.

A Mail Security icon is placed on the computer desktop when installation is complete.

4 In the **User Credential Refresh Required** panel, click **OK**.

5 Log off and log on again.

See “Post-installation tasks” on page 44.

---

**Installing the Mail Security console**

The Mail Security console is a Windows application. The console lets you manage local and remote installations of Mail Security from a single computer. You can install and use the console on a computer on which Mail Security is not installed. This way you can manage Mail Security from a convenient location.

Ensure that you meet the system requirements before you install the console.

See “Console system requirements” on page 31.

A Mail Security icon is placed on the computer desktop when installation is complete.

---

**Note:** To ensure secured communication between the Mail Security console and server, it is recommended that you enable SSL.

---

**To install the Mail Security console**

1 Download and extract the Symantec Mail Security for Microsoft Exchange installation package.

2 Navigate to /SMSMSE/Install, and run **Setup.exe**.

3 Warning message appears that you may need to restart your computer after installation. Click **OK**.

4 Click **Next** until you reach the **License Agreement** panel.

5 In the **License Agreement** panel, check **I accept the terms in the license agreement**, and then click **Next**.

6 In the **Destination Folder** panel, do one of the following:
   - To install the product in the default location, click **Next**.
     - The default destination directory is as follows:
       - C:\Program Files (x86)\Symantec\
To install the product in a different location, click **Change**, select the location of the installation folder, click **OK**, and then click **Next**.

Mail Security does not support the directory names that contain multi-byte characters. If you intend to use the Symantec Premium AntiSpam service, you cannot install the product to a directory whose name contains high ASCII characters.

7. **On** **Setup Type** panel select **Custom**.

   If the installation program detects that no version of Exchange server is installed, the installation program proceeds with console-only installation by default.

8. If Exchange server is installed, select **Custom on Setup Type** panel and then click **Next**.

   On **Custom Setup** panel, select **This feature will not be available** under Symantec Mail Security for Microsoft Exchange Server.

9. Click **Next** until you reach the Notification Email Address panel.

10. In the **Notification Email Address** panel, do one of the following to specify the email address from which email notifications are sent. It is also used as the recipient of the notifications sent to the administrator.

    - **Click** **Next** to accept the default value.
      
      The default value is: Administrator

    - **Modify** the originator email address, and then click **Next**.

You can modify the address after installation is complete.

See “Configuring notification settings for scan violations” on page 179.

11. In the **Setup Summary** panel, review the information, and then click **Next**.

    If you need to make any modifications, click **Back** to return to the appropriate panel.

12. **On** **Ready to Install the Program** page, click **Install**.

13. **Click Finish**.

    **Show the readme file** is checked by default. The Readme file contains the information that is not available in the product documentation.

14. **Log off and log on again.**

---

**Note:** From release 7.5.3, you can upgrade an existing minor or a major version to the latest SMSMSE version. For example, you can now upgrade from SMSMSE version 6.5, 7.0, 7.5, 7.5.1, 7.5.2, and 7.5.3 to version 7.5.4.
About installing Mail Security on remote servers

After you install Mail Security on a local server or install the console, you can install the Mail Security server component on remote servers.

Review the preinstallation information and system requirements before you install the product on remote servers.

See “System requirements” on page 29.

To install Mail Security on remote servers, do the following:

- Customize installation settings, if needed.
  
  Remote servers are installed with default installation settings. If you want to customize the installation settings and apply them to a remote server, you can add the custom features to the vpremote.dat file.
  
  See “Customizing remote server installation settings” on page 40.

- Install Mail Security on remote servers.
  
  See “Installing Mail Security on a remote server” on page 42.

Customizing remote server installation settings

There may be cases in which you want to customize the installation of Mail Security on a remote Exchange server. For example, you might want to change the following settings:

- Installation location
- Default email address for notifications
- Stop/start of IIS

Table 2-4 lists the remote customization options that you can modify.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
<th>Default value</th>
<th>Optional value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMAIL ADDRESS=</td>
<td>Serves as the address of the domain administrator for the “Address of sender” and “Administrator and others to notify” Notification/Alert settings.</td>
<td>N/A</td>
<td>(Email address of domain administrator)</td>
</tr>
<tr>
<td>Property</td>
<td>Description</td>
<td>Default value</td>
<td>Optional value</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>EXISTING SETTING GROUP=</td>
<td>Controls whether to retain a previous version's settings or apply the default settings of the new version.</td>
<td>Retain</td>
<td>Restore</td>
</tr>
<tr>
<td>IIS_RESET</td>
<td>Controls whether to stop and restart Microsoft Exchange Transport Service during installation. This setting is only available if the Exchange Transport Service is installed.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>INSTALLDIR=</td>
<td>Serves as the default product installation directory.</td>
<td>\Program Files (x86)\Symantec\</td>
<td>(Any valid path)</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If you want to install Mail Security in a non-default location and the path name contains spaces, then you must enclose the path name in quotation marks. For example, INSTALLDIR=&quot;E:\test vpremote&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PORTNUMBER=</td>
<td>Serves as the port that the product uses for Web services.</td>
<td>8081</td>
<td>(Any valid port)</td>
</tr>
<tr>
<td>SMSMSE_SMTP_SERVER_HOST</td>
<td>Serves as the host through which notifications are sent using SMTP.</td>
<td>localhost</td>
<td>(Any valid host)</td>
</tr>
<tr>
<td>CONSOLE_ONLY</td>
<td>Specifies that installation should be for the console only.</td>
<td>0</td>
<td>Set to 1 to perform a console installation.</td>
</tr>
<tr>
<td>REINSTALLMODE</td>
<td>Controls the mechanism for reinstall.</td>
<td>N/A</td>
<td>Set to voums to perform a silent installation.</td>
</tr>
<tr>
<td>REINSTALL</td>
<td>Controls what features to install during reinstall.</td>
<td>ALL</td>
<td>Set to 1 to perform a silent installation.</td>
</tr>
</tbody>
</table>
Warning: The following entry should not be changed: `{setup.exe /s /v" NOT_FROM_ARP=1 REMOTEINSTALL=ALL REINSTALLMODE=voums REINSTALL=ALL"}`. You can append the entry. For example, `setup.exe /s /v" NOT_FROM_ARP=1 REMOTEINSTALL=1 REINSTALLMODE=voums REINSTALL=ALL PORTNUMBER=1010"

To customize remote server installation settings

1. Locate the folder that contains the Mail Security console files. The default location is as follows:
   \Program Files (x86)\Symantec\CMaF\2.3\bin\Products\SMSMSE\7.5\Remote Install Files\vpremote.dat

2. Open the following file by using WordPad or a similar tool:
   vpremote.dat

3. Insert one or more properties by doing the following:
   - Type a space after the previous or the existing entry inside the quotation marks.
   - Type the new property.
     The property portion of each entry is case-sensitive.
   - Type the value immediately after the = sign with no space.
     The values are not case-sensitive.

   For example, to specify a silent installation, the entry would appear as follows:
   `{setup.exe /s /v" NOT_FROM_ARP=1 REMOTEINSTALL=1 REINSTALLMODE=voums REINSTALL=ALL"}`

See “About installing Mail Security on remote servers” on page 40.
See “Installing Mail Security on a remote server” on page 42.

Installing Mail Security on a remote server

During remote installation, the Windows Login screen prompts you to provide administrator or domain user credentials. The domain user must fulfill all pre-requisites before the installation of Mail Security on a remote server.

When installation is complete, a Mail Security icon is placed on the computer desktop.
Note: The Mail Security installation may automatically restart your computer at the end of the installation. If you have selected the Send group settings option, you have to manually deploy the group settings on the remote server after the computer restarts.

To install Mail Security on a remote server

1. In the console on the toolbar, click Assets.
2. In the Asset Management window, in the sidebar under Tasks, click Install/Upgrade server(s).
3. In the Select Server(s) window, in the Servers and server groups list, highlight one or more servers and click the >> command icon.
4. Under Server options, check Keep installation files on server(s) to maintain the installation files on the server.
5. Check Send group settings to apply group settings.
   If unchecked, existing server settings are retained. Any future changes that you make to the server group are applied to the server.
6. Click OK.
7. In the Windows Login window, provide user name and password of a domain user who is a member of the Organization Management Exchange group and click OK.

Note: Remote install must be performed from the computer which is part of the same domain.

Note: With release 7.5.3, you can now upgrade an existing minor version or a major version to version 7.5.3. For example, you can now upgrade from SMSMSE version 6.5, 7.0, 7.5, 7.5.1, and 7.5.2 to version 7.5.3.

See “Post-installation tasks ” on page 44.

Silently installing Mail Security using an automated installation tool

Mail Security supports installing the product using automated installation tools, such as Microsoft Systems Management Server.

Ensure that you have met the system requirements before you perform a silent installation.

See “System requirements” on page 29.
You can modify certain installation properties to configure Mail Security installations. You can also provide command-line properties during manual or automated installation by using an automated installation tool.

Modify the installation properties for Mail Security in the following file:

\ProgramFiles(x86)\Symantec\CMaF\2.3\bin\Products\SMSSMSE\7.5\Remote Install Files\vpremote.dat

See Table 2-4 on page 40.

Note: After the Mail Security silent installation, the Symantec Mail Security Utility Service and the Symantec Mail Security for Microsoft Exchange services do not start automatically. You must start these services manually.

To silently install Mail Security using an automated installation tool on Exchange 2013/2016

1. Copy the installation media in its entirety to the location from which installation is launched.
   
   For example: xcopy [Drive]:\*. /s [Destination drive]

2. Launch setup.exe using the following command to initiate a silent installation:

   [Destination drive]\setup.exe /v"/lvx "c:\smsmse_install.log"
   NOT_FROM_ARP=1 REMOTEINSTALL=1 REINSTALLMODE=voums
   REINSTALL=ALL SMSMSE_RBAC_USERNAME=<username>
   SMSMSE_RBAC_PASSWORD=<password>" /s

   where "c:\smsmse_install.log" is the path of installation log file that is generated during installation.

Post-installation tasks

After you install Mail Security, you can perform the following post-installation tasks:

- Implement SSL communications.
  See “Implementing SSL communications” on page 45.

- Install license files if they were not installed during setup.
  See “About licensing” on page 55.

- Update definitions if a LiveUpdate was not performed during setup.
  See “About keeping your server protected” on page 218.

- Access the Mail Security console.
  See “Accessing the Mail Security console” on page 47.
Implementing SSL communications

You can configure Mail Security to use Secure Sockets Layer (SSL) communications by using a valid server certificate. You can create your own server certificate using Microsoft Certificate Services 2.0 or request one from a certificate authority.

After you implement SSL, you must enable SSL from the console and specify the SSL port for each server.

See “Modifying the port and the communication properties of a server” on page 74.

To install a server certificate

1. On the computer on which Mail Security is installed, click Start > Administrative Tools > Internet Information Services (IIS) Manager.
2. In the server list, expand the folder for the server that hosts Mail Security.
3. In the Web sites folder, right-click Symantec Mail Security for Microsoft Exchange, and then click Properties.
5. Follow the instructions in the Web server Certificate wizard to install the server certificate.

To implement SSL communications

1. Ensure that a valid server certificate is installed.
2. Under Secure Communications, click the Directory Security tab, and then click Edit.
3. In the Secure Communications dialog box, check Require secure channel (SSL), and then click OK.
4. On the Web Site tab, under Web site identification, in the IP Address text box, type the IP address of the Mail Security server.
5 In the SSL Port text box, type the port to use for SSL communications.

6 Click OK to close the Mail Security Properties window.

To implement SSL communications on Windows 2008 Server

1 On the local computer, ensure that a valid server certificate is installed in Trusted Root Certification Authorities.

2 Click Start > Administrative Tools > Internet Information Services (IIS) Manager.

3 In the Web sites folder, right-click Symantec Mail Security for Microsoft Exchange, click Edit Bindings and select Add.

4 From the drop-down list, select https and All Unassigned for Type and IP addresses respectively.

5 In the SSL Port text box, type the port number.

   For example, type 8082 for SSL communications.

   To avoid port conflicts, ensure that you do not use the ports that Exchange server uses. For example, TCP port 80 and SSL port 443.

6 From the SSL certificate, select the certificate that you installed and restart the Symantec Mail Security for Microsoft Exchange Web site.

7 In the right pane, double-click Authentication and ensure that Windows Authentication and ASP.NET Impersonation are enabled.

8 From the Web sites folder, select Symantec Mail Security for Microsoft Exchange.

9 In the right pane, double-click SSL Settings and check Require SSL and Require 128-bit SSL.

10 Click Apply to apply the changes.

To implement SSL communications on client computer

1 Export the server certificate from the server and install it to the client computer where Mail Security console is installed in Trusted Root Certification Authorities.

2 Open Certificate snap-in and ensure that the certificate resides in Trusted Root Certification Authorities.

3 On the Mail Security console, click the Assets tab and click Add server(s) to add a server.

4 Right-click the server that you added and then click Properties.
5 Provide the SSL port number that is configured on the server.

6 Check Use SSL and click OK.

You can now connect to the server from the console by using the SSL connection.

Accessing the Mail Security console

You can access the Mail Security console from the Windows Start menu or from your desktop. You must have the appropriate administrator or viewer rights to open the console. If you do not have the required rights, the following error message appears:

"You either have insufficient permissions to access this application or your user credentials are not refreshed. Try logging off and logging in again to reload the user credentials. You either have insufficient permissions to access this application or your user credentials are not refreshed. Try logging off and logging in again to reload the user credentials."

You can only access the servers that run Mail Security 7.5 from the Mail Security console.

See “About security and access permissions” on page 27.

To access the Mail Security console

◆ Do one of the following:
  ■ On the desktop, double-click the SMSMSE 7.5 icon.

See “About the Mail Security console” on page 47.

About the Mail Security console

Figure 2-1 shows the Mail Security console.
Figure 2-1 shows Mail Security Server Home page view.

Figure 2-2 shows additional console elements.
See “About the primary navigation bar” on page 49.

**About the primary navigation bar**

Management operations are grouped into the following categories on the primary navigation bar:

- **Home** Lets you view server status, recent activities, and violations statistics
- **Policies** Lets you create and configure the sets of rules that specific scans implement
- **Monitors** Lets you configure notification addresses and quarantine settings and monitor quarantine data and events
- **Scans** Lets you create, configure, schedule, and run scans
- **Reports** Lets you view and print the data that Mail Security collects
Admin lets you update definitions, configure system settings, and install licenses

See “About the Mail Security console” on page 47.

**Refreshing the console**

You might periodically need to refresh the console to view changes or updated statuses.

To refresh the console

1. On any page in the console, click F5.
2. Click OK to log onto the current asset group.

   This message only appears if you are not logged onto the current asset group.

   See “Logging onto servers” on page 64.

**About using Mail Security with other antivirus products**

Disable Rapid Release in Mail Security if you intend to update definitions through Symantec Endpoint Protection version 11.x or Symantec AntiVirus Corporate Edition.

See “About keeping your server protected” on page 218.

Configure your other antivirus programs to exclude certain folders from scanning. If another antivirus program scans the Exchange directory structure or the Mail Security processing folder, it can cause false-positive threat detection, unexpected behavior on the Exchange server, or damage to the Exchange databases.

For information about how to prevent Symantec Endpoint Protection version 11.x or Symantec AntiVirus Corporate Edition from scanning the Exchange directory, go to the following Symantec knowledge base article:

http://www.symantec.com/docs/TECH85451

See “Components of Mail Security” on page 14.

See “About keeping your server protected” on page 218.

If you have Symantec AntiVirus™ Corporate Edition or Symantec Endpoint Protection (SEP) version 11.x installed on the same computer as Mail Security, configure Symantec AntiVirus Corporate Edition or SEP version 11.x to perform definition updates. For Exchange Server 2013/Server 2016, you must also configure Mail Security to perform definition updates. You can also use LiveUpdate Administrator to perform definition updates for both the products.

See “About setting up your own LiveUpdate server” on page 220.
Configuring Mail Security transport agents

Mail Security automatically installs custom transport agents when you install the product on Mailbox servers. The Mail Security transport agents consist of an antispam transport agent and an antivirus transport agent.

Mail Security transport agents must act on email messages before any other spam or virus scanning transport agent, for example Microsoft Exchange antispam agents such as follows:

- Connection Filtering Agent
- Sender ID Agent
- Sender Filter Agent
- Recipient Filter Agent
- Protocol Analysis Agent
- Content Filter Agent

By default, the Mail Security transport agents are installed with a lower priority than the Microsoft Exchange antispam agents. This means that the Microsoft Exchange antispam agents act on emails before Mail Security transport agents. As a result, Mail Security may not detect spam or viruses. Therefore, ensure that the Mail Security transport agents are set with a higher priority than any other spam filtering agents.
To configure Mail Security transport agents

1. Click **Start > Programs > Microsoft Exchange Server** server version > Exchange Management Shell.

2. Run the following command to check the transport agent priorities:

   ```powershell
   Get-TransportAgent
   ``

   The following result appears, which shows that the Mail Security transport agents have a lower priority than the Exchange antispam transport agents:

<table>
<thead>
<tr>
<th>Identity</th>
<th>Enabled</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport Rule Agent</td>
<td>True</td>
<td>1</td>
</tr>
<tr>
<td>Journaling Agent</td>
<td>True</td>
<td>2</td>
</tr>
<tr>
<td>AD RMS Prelicensing Agent</td>
<td>False</td>
<td>3</td>
</tr>
<tr>
<td>Connection Filtering Agent</td>
<td>True</td>
<td>4</td>
</tr>
<tr>
<td>Content Filter Agent</td>
<td>True</td>
<td>5</td>
</tr>
<tr>
<td>Sender Id Agent</td>
<td>True</td>
<td>6</td>
</tr>
<tr>
<td>Sender Filter Agent</td>
<td>True</td>
<td>7</td>
</tr>
<tr>
<td>Recipient Filter Agent</td>
<td>True</td>
<td>8</td>
</tr>
<tr>
<td>SMSMSERoutingAgent</td>
<td>True</td>
<td>9</td>
</tr>
<tr>
<td>SMSMSESMTPAgent</td>
<td>True</td>
<td>10</td>
</tr>
<tr>
<td>Protocol Analysis Agent</td>
<td>True</td>
<td>11</td>
</tr>
</tbody>
</table>

3. Perform one of the following tasks:

   - Set the priority of the Mail Security transport agents higher than the Exchange antispam transport agents by running the following commands:
     ```powershell
     Set-transportagent -identity "SMSMSESMTPAgent" -priority 4
     Set-transportagent -identity "SMSMSERoutingAgent" -priority 5
     ```

   - Disable Exchange transport agents by running the following commands:
     ```powershell
     disable-transportagent -identity "Connection Filtering Agent"
     disable-transportagent -identity "Sender Id Agent"
     disable-transportagent -identity "Sender Filter Agent"
     disable-transportagent -identity "Recipient Filter Agent"
     disable-transportagent -identity "Protocol Analysis Agent"
     disable-transportagent -identity "Content Filter Agent"
     ```
You might encounter an error about not being able to edit the config file when running these commands. You can resolve the error by opening the Exchange Management Shell as an administrator and running the commands again.

4 Run the following command to restart the transport agent service:

```
restart-service -force MSExchangeTransport
```

Setting the number of scan processes

Mail Security lets you set the number of scan processes to control scanning speed and performance. The default is configured using the following formula: \((\text{number of processors}) \times 2 + 1\). Accept the default unless you have a compelling reason to do otherwise.

Mail Security considers a hyper-threaded processor as more than one processor. For example, if you have a dual hyper-threaded processor on your computer, Mail Security calculates the number of scanning processes as follows:

Number of processors \((4) \times 2 + 1 = 9\)

When the load is heavy, all nine scanning processes scan messages. Increasing the number of scan processes can consume a lot of memory if the server has few resources. This situation can severely affect the performance of your Exchange server.

Configure the number of scan processes based on the actual number of physical processors if you have a hyper-threaded processor on your computer. For example, if you have a dual hyper-thread processor, configure the number of scan processes as follows:

Number of physical processors \((1) \times 2 + 1 = 3\)

Note: If you use Intel Xeon processors, you must set this value using the formula based on the number of physical processors, instead of the number that is reported by the operating system.

To set the number of scan processes

1 In the console on the primary navigation bar, click Admin.

2 In the sidebar under Views, click System Settings.
3 In the **Number of scan processes** box, type the number of scan processes. The default is configured during installation using the formula 2 times the number of processors plus 1.

4 On the toolbar, click **Deploy changes** to apply your changes. See “Deploying settings and changes to a server or group” on page 63.

---

**Uninstalling Symantec Mail Security for Microsoft Exchange**

Stop Microsoft Internet Information Service (IIS) before you uninstall the product. This task ensures that all of the files that are installed with the product are removed.

**To stop Microsoft IIS**

1 On the Windows taskbar, click **Start > Administrative Tools > Services**.

2 In **Services** window, right-click **IIS Admin Service** and click **Stop**.

3 Close the **Stop Other Services** window.

**To uninstall Mail Security**

1 On the server on which Mail Security is installed, on the Windows taskbar, click **Start > Settings > Control Panel**.

2 In the **Control Panel** window, double-click **Add or Remove Programs**.

3 Click **Symantec Mail Security for Microsoft Exchange**, and then click **Remove**.

4 In the confirmation dialog box, click **Yes**.

5 In the Information dialog box, click **OK** to confirm that you have stopped IIS.

6 When the uninstallation is complete, click **OK**.

After you uninstall Mail Security, the users that you added and the groups to which you assigned them remain in the Active Directory. You can remove them manually from the Active Directory.
Activating licenses

This chapter includes the following topics:

- About licensing
- About activating the Mail Security license
- About renewing the Mail Security license

About licensing

Key features of Symantec Mail Security, which include definition updates and Symantec Premium AntiSpam, are activated by a license. When a license expires or no license is installed, limited functionality is available. To regain product functionality when your license expires, you must renew and reactivate your license subscription.

Table 3-1 describes the licenses that are required.

Table 3-1  Symantec Mail Security Licenses

<table>
<thead>
<tr>
<th>License</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content license</td>
<td>A content license is required to update Symantec software with the latest associated content (such as new definitions) through LiveUpdate and Rapid Release. A valid content license enables your servers to stay protected. When the content license is missing or invalid, you cannot download definition updates to keep protection current. See &quot;About keeping your server protected&quot; on page 218.</td>
</tr>
<tr>
<td>License</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Symantec Premium AntiSpam license</td>
<td>This license is required to enable Symantec Premium AntiSpam. Symantec Premium AntiSpam is a subscription service that provides enhanced spam detection. Continuous updates to the premium antispam filters ensure that your Exchange server has the most current spam detection filters that are available. When the Symantec Premium AntiSpam license is missing or invalid, Symantec Premium AntiSpam does not function. See “How to detect spam using Symantec Premium AntiSpam” on page 98.</td>
</tr>
</tbody>
</table>

Definition updates and updates to Symantec Premium AntiSpam are limited to the period of time that the license specifies. The start and the end dates of the license period depend on the terms of your license agreement.

You must install one license file on each server that is running Symantec Mail Security. You cannot replicate license files.

See “About renewing the Mail Security license” on page 59.

You can view the status of your license on the Home page of the Mail Security console.

### About activating the Mail Security license

Symantec issues a serial number when you purchase Mail Security. If you want to upgrade from a previous version of the product and you have an active maintenance contract, Symantec issues an upgrade voucher with an alpha-numeric code. Register the serial number or upgrade code to receive a license key for the associated license file.

License keys are delivered in a Symantec license file (.slf). The serial number is provided on a license certificate, which is mailed separately and arrives in the same time frame as your software. For security reasons, the license certificate is not included in the Mail Security software distribution.

See “About renewing the Mail Security license” on page 59.

License activation involves the following process:
Obtain a license file from Symantec  
To request a license file, you must have the license serial number or upgrade voucher code. After you complete the registration process, Symantec sends you the appropriate license file by email.

See “Obtaining a license file” on page 57.

Install the license file  
Install the license file on each server on which you run Mail Security.

See “Installing license files” on page 58.

About the Mail Security license serial number

Your license certificate or upgrade voucher, which contains the license number, should arrive within three to five business days of when you receive your software. Contact Symantec Customer Service at 800-721-3934 or your reseller to check the status of your order if you do not receive the license certificate or upgrade voucher. Contact Symantec License Administration if you have lost your license certificate or upgrade voucher.

See “Where to get more information about Mail Security” on page 21.

Obtaining a license file

You must have the serial number or upgrade voucher code to request a license file and to register for support.

The license file that you receive from Symantec is contained within a .zip file. The .slf file that is contained within the .zip file is the actual license file. Ensure that your inbound email environment permits .zip email message attachments.

If you purchased multiple types of licenses but registered them separately, Symantec sends you a separate license file for each license. You must install each license file separately. If you registered multiple licenses at the same time, Symantec sends you a single license file that contains all of your licenses.

Warning: License files are digitally signed. When you try to edit a license file, it corrupts the file and renders it invalid.
To obtain a license file

1. In a Web browser, type the following address:

   https://licensing.symantec.com

   Your Web browser must use 128-bit encryption to view the site.

2. If the Security Alert dialog box appears, click OK.

3. Follow the procedures on the Symantec Licensing website to register your license and request your license file.

   Symantec sends you an email message that contains the license file in an attachment. If the email message does not arrive within two hours, an error might have occurred. Try again to obtain the license file through the Symantec Web site. If the problem continues, contact Symantec Technical Support. See “Where to get more information about Mail Security” on page 21.

Installing license files

Install the license file on each server on which Mail Security is installed.

You can install your license file during product installation or in the console. Mail Security issues periodic messages in the event log to notify you that your license is invalid or expired until a valid license is installed. You can view the status of your license on the Home page of the console.

See “Installing Symantec Mail Security for Microsoft Exchange” on page 32.

The procedures for installing license files vary for a local server installation and a remote server or server group.

To install license files to a local server

1. In the console on the primary navigation bar, click Admin.

2. In the sidebar under Views, click Licensing.

3. In the content area, do one of the following:

   - In Step 3, under Enter path to the license file, type the fully qualified path to the license file.
     
     You can specify a mapped drive or Universal Naming Convention (UNC) path to the file if the license file does not reside on the same computer.

   - Click Browse, select the license file, and then click Open.
     
     You can locate the file using My Network Places if the license file does not reside on the same computer.

4. Click Install.
To install license files to a remote server or server group

1. In the console on the toolbar, click **Change**.
2. In the **Select Asset** window, select a server or server group from the menu.
3. Click **Select**.
4. On the primary navigation bar, click **Admin**.
5. In the sidebar under **Views**, click **Licensing**.
6. In the content area, do one of the following:
   - In **Step 3**, under **Enter path to the license file**, type the fully qualified path to the license file.
     You can specify a mapped drive or UNC path to the file if the license file does not reside on the same computer.
   - Click **Browse**, select the license file, and then click **Open**.
     You can locate the file using My Network Places if the license file does not reside on the same computer.
7. Click **Install**.

If a server within a server group is already licensed, the license file is reapplied. The license file with the latest expiration date is applied.

About renewing the Mail Security license

Content updates and spam definition updates are not applied when a server has an expired license or when the license is missing or invalid. A missing or an invalid license can leave your server vulnerable to attacks. Renew your maintenance agreement to receive content updates when your license expires.

The process for license renewal is specific to how you purchased your software. The license renewal process is as follows:

If you purchased Mail Security through the Symantec Value or Elite Enterprise Licensing programs
   Contact your administrator, reseller, or Symantec account manager to determine whether your maintenance agreement has been renewed and if new licenses are available.
   After your maintenance agreement is renewed, you receive the new serial numbers that you can register to obtain your new license files.

If you purchased Mail Security Small Business Edition
   To find more information about license renewal on the Internet, go to the following URL:
See “Obtaining a license file” on page 57.
Managing your Exchange servers

This chapter includes the following topics:

- About managing your Exchange servers
- Deploying settings and changes to a server or group
- Managing servers and server groups

About managing your Exchange servers

Mail Security can simplify the management of one or more Microsoft Exchange Servers across your organization. You can create the server groups that have a common purpose and, therefore, require the same protection. By grouping servers, you can apply a common set of protection settings once, rather than repeatedly to each server. The reduction in configuration time and maintenance costs can be considerable in a large network with multiple servers that perform similar roles.

Symantec Mail Security for Microsoft exchange primarily consists of two components, server and console. With this console, you can manage your Mail Security from a single computer. When you open this console, mail security automatically logs onto all of your managed servers. The console logs onto a server to check status or apply settings to it. Several settings like remote install and upgrade can be done with the console. As per your requirement you can create various server groups that serve a similar purpose. You can also deploy settings to all you managed servers in the group from the console. By grouping servers, you can apply a set of security rules or policies settings once, rather than repeatedly to each server.

You can configure settings for each server individually. You can use the following groups to configure and manage multiple servers:
The Global Group consists of all of the servers that you manage through the Mail Security console.

The changes are propagated to all servers in all groups when you configure and apply Global Group settings. Changes that are made at the Global Group level overwrite all individual server and user-defined server group settings.

Mail Security provides the following Global Groups:

- **Global Group - Exchange 2007**
  All Exchange 2007 servers belong to the Global Group - Exchange 2007. No other exchange server group other than Exchange 2007 Server is supported in this group.

- **Global Group - Exchange 2010**
  All Exchange 2010 servers belong to the Global Group - Exchange 2010. No other exchange server group other than Exchange 2010 Server is supported in this group.

- **Global Group - Exchange 2013**
  All Exchange 2013 servers belong to the Global Group - Exchange 2013. No other exchange server group other than Exchange 2013 Server is supported in this group.

- **Global Group - Exchange 2016**
  All Exchange 2016 servers belong to the Global Group - Exchange 2016. No other exchange server group other than Exchange 2016 Server is supported in this group.

Global Groups include the servers that are added to user-defined groups as well as servers that are added to multi-server management control but are not assigned to a specific server group.

You cannot create or delete Global Groups.

A user-defined server group is a grouping of servers that have common roles and, therefore, require similar configurations. You can create a user-defined server group and configure settings for the group to simplify server management. For example, a server group might be all of the mail servers that are used by a department (for example, marketing) or the physical location of a group of mail servers (for example, third floor servers in Building A).

A managed server can only belong to one user-defined group.

See “Moving a server to another user-defined server group” on page 70.

See “Viewing the status of a server” on page 67.

Settings for an individual server are stored by that server. Mail Security saves the settings for groups in the following default file location:

\Program Files (x86)\Symantec\CMa\2.3\Settings\Groups

The associated files are automatically deleted when you delete a group.
Deploying settings and changes to a server or group

Mail Security lets you make changes to multiple pages before you apply those settings. When the Deploy changes icon on the toolbar is active, it indicates that you have made the changes that you need to apply.

You can manage change deployment by using the following toolbar icons:

- **Deploy changes**: Deploys your changes.
  - If you are in the server view, deploys your changes to the server.
  - If you are in the group view, deploys your changes to each server in the group and to the group settings.
  - See “To deploy pending changes to a server or group” on page 63.

- **Discard changes**: Cancels the pending changes.
  - When you cancel pending changes, settings are returned to their configuration as of the last time changes were successfully deployed.
  - See “To cancel pending changes” on page 64.

- **Deploy all settings**: If changes are pending, applies pending changes to the group settings, and then pushes out the group settings to all the servers in the group.
  - If no changes are pending, pushes out the group settings to all of the servers in the group.
  - **Note**: Any configuration settings that were made to an individual server within the group are overwritten.
  - This option is only available in the group view.
  - See “To apply pending changes (if any) and deploy group settings to each server in the group” on page 64.

After you deploy your changes, the Operation Status window indicates whether changes were successfully applied.

**To deploy pending changes to a server or group**

1. In the console on the toolbar, click **Deploy changes**.
2. In the **Pending changes** window, click **Deploy changes**.
3. In the **Operation Status** window, click **Close** when the operation is complete.
To apply pending changes (if any) and deploy group settings to each server in the group

1. In the console on the toolbar, click **Deploy all settings**.
   The **Deploy all settings** icon is only enabled in the group view.

2. In the **Deploy all settings** dialog box, click **OK**.

3. In the **Operation Status** window, click **Close** when the operation is complete.

To cancel pending changes

1. In the console on the toolbar, click **Discard changes**.

2. In the **Discard changes** dialog box, click **OK**.

See “Modifying or viewing server or server group settings” on page 67.

Managing servers and server groups

You can manage servers and server groups by performing the following tasks:

- **Logging onto servers**
- **Modifying or viewing server or server group settings**
- **Viewing the status of a server**
- **Creating a user-defined server group**
- **Adding servers to a group**
- **Moving a server to another user-defined server group**
- **Synchronizing group settings to a server**
- **Restoring default settings to a server or group**
- **Removing a server from group management**
- **Removing a server group**
- **Exporting and importing settings**
- **Modifying the port and the communication properties of a server**

Logging onto servers

Mail security consists of two components, server and console. The console logs onto a server to check status or apply settings to it. Console logs onto all of your managed servers when you open (start) the console.
You might experience a delay when you open the console while Mail Security logs onto the managed servers. The length of the delay depends on the number of managed servers that you have. If you frequently open the console to view settings or to make changes without applying them, you can disable the automatic logon feature. When you disable the automatic logon feature, the console opens more quickly.

If you disable the automatic logon feature, Mail Security logs onto your servers in the following ways:

- **Single server**
  
  Mail Security logs onto a single server when you do any of the following:
  
  - Open the console when a single server is the current asset.
  - Select a single server as the current asset.
  
  See “Modifying or viewing server or server group settings” on page 67.
Server group (user-defined server groups and Global Groups)

Mail Security logs onto all of the servers in the current asset list when you do any of the following:

- Manually refresh the console.
  See “Refreshing the console” on page 50.
- Apply settings to a server group.
  Mail Security logs onto all of the servers in a group when you apply settings to that group. If you apply settings to a user-defined server group, Mail Security logs onto all of the servers in the user-defined group. If you apply settings to a Global Group, Mail Security logs onto all of the servers in the Global Group. Mail Security also logs onto all of the servers in the user-defined groups within that Global Group.


  Another example assumes that you apply settings to the ServersEast group. Mail Security logs onto all of the servers in the ServersEast group. But Mail Security does not log onto any of the servers in the ServersWest group.

  See “Deploying settings and changes to a server or group” on page 63.
  See “About managing your Exchange servers” on page 61.

To log onto servers when you open the console

1. In the console on the toolbar, click Assets.
2. In the Asset Management window in the Assets box, check Automatically connect to the servers in the current group on startup.

   Mail Security logs onto all of the servers that you have listed in the Assets box every time you open the console.

   This option is enabled by default.
3. Click Close.
To log onto servers when you apply settings or refresh the console

1. In the console on the toolbar, click **Assets**.
2. In the **Asset Management** window in the **Assets** box, uncheck **Automatically connect to the servers in the current group on startup**.

   Mail Security only logs onto a server when you apply settings to that server or when you view or modify the settings of that server.
3. Click **Close**.

Modifying or viewing server or server group settings

Mail Security lets you manage one or more servers from a single console. The **Server/group** box on the toolbar indicates the server or group that is currently selected. The settings that you make and deploy are applied to that server or group.

See “Deploying settings and changes to a server or group” on page 63.

You can view and modify the settings of a different server or group by selecting the server or group in the **Select Asset** window.

To modify or view server or server group settings

1. In the console on the toolbar, click **Change**.
2. In the **Select Asset** window, select the server or group whose settings you want to modify or view.
3. Click **Select**.

Viewing the status of a server

Mail Security provides server status information on the Home page of the Mail Security console. You can view more detailed information about the status of a server by accessing **Monitors > Server Status**.

The server status details appear in the Server Status preview pane. If you are in a group view, the Server Status list contains all of the servers in the group. The first time that you access the Server Status in a group view, you must refresh the page to view the list of servers. If you are in a single-server view, the Server Status list contains the server that you selected.

To view the status of a server

1. In the console on the primary navigation bar, click **Monitors**.
2. In the sidebar under **Views**, click **Server Status**.
3 In the **Server Status** table, select the server whose status you want to view. If you are in a server view, the server is already selected.

4 Press **F5** to refresh the list. Refreshing the list might take several minutes for a large group.

See “Modifying or viewing server or server group settings” on page 67.

### Creating a user-defined server group

If your network contains a large number of Exchange servers, create user-defined groups. Add servers to your user-defined groups that have a common purpose and, therefore, require the same protection. This lets you administer all of your servers that run Mail Security on a group basis.

**To create a user-defined server group**

1 In the console on the toolbar, click **Assets**.

2 In the **Asset Management** window, in the sidebar under **Tasks**, click **New group**.

3 In the **New Group** window, in the **Group Name** box, type a name for the user-defined server group.

4 Click **Close**.

See “Modifying or viewing server or server group settings” on page 67.

### Adding servers to a group

You can add servers to the Global Group or to a user-defined server group within a Global Group. Group servers together that have a common purpose and, therefore, require the same protection. By adding a server to a group, you can apply a common set of protection settings once, rather than repeatedly to each server. In a large network with multiple servers that perform similar roles, the reduction in configuration time and maintenance costs can be considerable.

Mail Security automatically detects the Exchange servers that are within your domain. Identify servers outside of your domain by their name or IP address.

You can install Mail Security on servers that you are adding to a server group. All servers must be running Mail Security 7.5 to be managed from the console.


To add servers to a group

1. In the console on the toolbar, click **Assets**.
2. In the **Asset Management** window, in the sidebar under **Tasks**, click **Add server(s)**.
3. In the **Add Server(s)** window, under **Management group**, do one of the following:
   - To select an existing group: Click **Select group**, select the existing group in which you want to add the server, and then click **OK**.
   - To create a new group: In the Group box, type the name of the new server group that you want to create.
4. Under **Servers to add**, do one of the following:
   - In the **Available servers** list, select one or more servers, and then click the >> command icon.
   - In the **Server name or IP** box, type the server name or IP address of the server that you want to add, and then click the >> command icon.
5. Under **Server options**, in the **TCP port number** box, type the TCP port number for the server or group of servers that you want to add.
   - The default port number is 8081. The port number must be the same for all servers that you want to add. The port number and SSL setting must be identical for the console to communicate with the server.
   - See “Modifying the port and the communication properties of a server” on page 74.
6 Check **Send group settings** to apply group settings to the newly added server. If unchecked, existing server settings are retained, and future changes that are made to the server group are applied to the server.

7 Check **Install SMSMSE** to install Mail Security to the newly added server.

8 Check **Keep installation files on server(s)** to maintain the installation files on the server.

9 Click **OK**, and then click **Close**.

**Moving a server to another user-defined server group**

You can move a server from one user-defined group to another user-defined group. You can choose to retain the server’s settings or apply the settings of the new group.

If you have already created the user-defined group to which you want to move the server and you do not want to apply the group’s settings, you can move the server by dragging it to the group.

Use the Move Server window to create a new user-defined group, move multiple servers, or apply group settings to the newly added server.

**To drag a server to another user-defined server group**

1 In the console on the toolbar, click **Assets**.

2 In the **Asset Management** window, in the **Assets** list, expand the group that contains the server that you want to move and the group you want to move the server to, if necessary.

3 Select the server that you want to move and drag it into the new server group.

4 In the confirmation dialog box, click **OK**.

5 Click **Close**.

**To move a server to another user-defined server group using the Move Server window**

1 In the console on the toolbar, click **Assets**.

2 In the **Asset Management** window, in the **Assets** list, expand the group that contains the server that you want to move and the group you want to move the server to, if necessary.

3 Do one of the following:
   - Select the server that you want to move, and under **Tasks**, click **Move server**.
   - Right-click on the server that you want to move, and then click **Move server**.
4 In the Move Server window, do one of the following:
   ■ Select the user-defined server group to which you want to add the server.
   ■ In the Select a group or add a new group box, type the name of a new user-defined server group.
5 Check Send group settings to server to apply the settings of the targeted user-defined server group to the server.
6 Click OK, and then click Close.
See “Synchronizing group settings to a server” on page 71.

Synchronizing group settings to a server
Settings on a particular server might not be synchronized with its server group settings. This can occur if a server is configured in the server view.

To synchronize group settings to a server
1 In the console on the toolbar, click Assets.
2 In the Asset Management window, under Assets, select the server to which you want to apply group settings.
3 In the sidebar under Tasks, click Send group settings to server. This step applies the settings of the server group to the selected server.
4 In the Operation Status window, click Close when the operation is complete.
5 In the Asset Management window, click Close.
See “Modifying or viewing server or server group settings” on page 67.

Restoring default settings to a server or group
Close and reopen the Mail Security console to see the updated settings.

To restore default settings to a server or group
1 In the console on the toolbar, click Assets.
2 In the Asset Management window, under Assets, select the server in which you want to restore the Mail Security default settings.
3 In the sidebar under Tasks, click Reset to factory defaults.
4 In the Reset to factory defaults confirmation dialog box, click OK.
5 In the Operation Status window, click Close when the operation is complete.
6 In the Asset Management window, click Close.
Removing a server from group management

Removing a server from group management does not uninstall Mail Security from the server. Mail Security continues to provide protection. However, you can no longer manage a server through the Mail Security console when you remove it from the Global Group.

To remove a server from group management

1. In the console on the toolbar, click **Assets**.
2. In the sidebar under **Tasks**, click **Remove server**.
3. In the confirmation dialog box, click **OK**.
4. Click **Close**.

See “Removing a server group” on page 72.

Removing a server group

Remove a server group when it is no longer needed. The server group settings are retained on the servers that are in the group until new settings are applied.

If you remove a user-defined server group, the servers that belong to the group can be managed through the Global Group.

**Note:** Global Groups cannot be removed.

To remove a server group

1. In the console on the toolbar, click **Assets**.
2. In the **Asset Management** window, under **Assets**, select the group that you want to remove.
3. In the sidebar under **Tasks**, click **Remove group**.
4. In the confirmation dialog box, click **OK**.
5. Click **Close**.

See “Removing a server from group management” on page 72.
Exporting and importing settings

Mail Security provides a feature that lets you export the settings for a server or group to an .xml file. This feature lets you save the settings as a backup file or import the settings to another computer.

You can view the setting configurations in the console when you import settings. However, the settings are not applied until you deploy them. You can only deploy settings for Symantec Premium AntiSpam if the computer on which you import the settings has a valid Symantec Premium AntiSpam license.

You can only export setting configurations, not data such as items in the Event Log. Deploy pending changes before you export settings.

---

**Note:** The import/export settings of Mail Security version 7.5.3 are backward compatible with version 7.5.1 and 7.5.2.

---

**Note:** Importing settings file exported from version 7.5 into version 7.5.3 is not supported.

---

### To export settings

1. In the console on the toolbar, click **File > Export**.
2. In the confirmation dialog box, click **OK**.
3. In the **Select the file to save exported settings** window, choose the location where you want to save the file.
4. In the **File name** box, type the file name.
5. Click **Save**.
6. In the **Operation Status** window, click **Close** when the operation is complete.

### To import settings

1. In the console on the toolbar, click **File > Import**.
2. In the confirmation dialog box, click **OK**.
3. In the **Select an SMSMSE settings file** window, locate the file that you want to import.
4 Click **Open**.

5 In the console on the toolbar, click **Deploy changes** to apply your changes.

---

**Note:** You must manually re-create any consolidated report schedules after you import the settings.

See “Deploying settings and changes to a server or group” on page 63.

---

### Modifying the port and the communication properties of a server

You can change the Transmission Control Protocol (TCP) port if you use the default port (8081). You can change the TCP after the server is added to Management Control. If you change the port number, use a number that is not in use by another program or service.

You can also specify whether to use Secure Socket Layer (SSL) for communication between the console and a server.

See “Implementing SSL communications” on page 45.

#### To modify the port and the communication properties of a server

1 In the console on the toolbar, click **Assets**.

2 In the **Asset Management** window, under **Assets**, select a server.

3 In the sidebar under **Tasks**, click **Server properties**.

4 In the **Properties** window, in the **Port number** box, type the new port number.

   The default port number is 8081.

5 Check **Use SSL** to use SSL for communication between the console and server.

6 Click **OK**, and then click **Close**.
Quarantining messages and attachments

This chapter includes the following topics:

- About the quarantine
- Forwarding quarantined items to the Quarantine Server
- Establishing local quarantine thresholds
- Viewing the contents of the local quarantine
- Specifying an action to take when a quarantine threshold is met
- About releasing messages from the local quarantine
- Deleting items from the local quarantine

About the quarantine

Mail Security provides the following options for quarantining messages:

Local quarantine

You can choose to send infected messages and attachments to the local quarantine when you configure Mail Security policies. You can also configure policies to quarantine the messages that trigger violations.

See “Establishing local quarantine thresholds” on page 77.
See “Viewing the contents of the local quarantine” on page 77.
See “Deleting items from the local quarantine” on page 83.
Quarantine Server  You can forward the infected files that are in the local quarantine to the Symantec Quarantine Server, if it is set up on your network. Mail Security forwards infected files to the Quarantine Server at 60-minute intervals.

Files that are sent to the Quarantine Server are then forwarded to Symantec for analysis in real-time using HTTPS communications. Symantec automatically distributes updated definitions to the Quarantine Server when they are available.

The Quarantine Server is a component of Symantec AntiVirus Central Quarantine. Mail Security supports version 3.4 or later of the Symantec AntiVirus Central Quarantine Server. Version 3.4 is provided on the Mail Security CD in the following location and must be installed separately:

\ADMTOOLS\DIS

See the Symantec Central Quarantine Administrator’s Guide for more information about the Symantec AntiVirus Central Quarantine, which is located on the product CD in the following location:

\DOCS\DIS\CentQuar.pdf

Forwarding quarantined items to the Quarantine Server

You can configure Mail Security to forward local quarantine events to the Quarantine Server, if you have the Quarantine Server installed.

You can only forward the events that contain threats to the Quarantine Server.

To forward quarantined items to the Quarantine Server

1. In the console on the primary navigation bar, click Monitors.
2. In the sidebar under Views, click Quarantine Settings.
3. In the content area under Quarantine Server, check Send quarantined items to Quarantine Server.
4. Check Delete local quarantined items after forwarding to Quarantine Server to remove items from the local quarantine.
5. In the Server Address box, type the IP address of the Quarantine Server.
6. In the Server Port box, type the port number for the Quarantine Server.
7. In the Network Protocol list, click the drop-down menu and select the appropriate network protocol.
8. On the toolbar, click Deploy changes to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.
Establishing local quarantine thresholds

You can specify the thresholds for the local quarantine and how you want Mail Security to respond when a threshold is met.

See “Specifying an action to take when a quarantine threshold is met” on page 79.

When you establish the quarantine thresholds for the local quarantine, you can specify the following limits:

- **Maximum number of items**: The maximum number of messages or attachments that are stored in the quarantine
- **Maximum size of quarantine**: The maximum file size (in megabytes or gigabytes) of the quarantine
- **Retain items in quarantine**: The maximum number of days to retain a message or attachment in the quarantine

**To establish local quarantine thresholds**

1. In the console on the primary navigation bar, click **Monitors**.
2. In the sidebar under **Views**, click **Quarantine Settings**.
3. In the content area, under **Quarantine Thresholds**, check **Maximum number of items**, and then type the maximum number of messages or attachments to retain in the quarantine.
4. To limit the maximum size of the quarantine, do the following:
   - Check **Maximum size of quarantine**.
     - This item is checked by default.
   - Type the maximum size of the quarantine.
     - The default value is 500.
   - Click the drop-down menu and select **MB** or **GB**.
     - The default value is MB.
5. Check **Retain items in quarantine** to limit how long an item is quarantined, and then type the number of days.

Viewing the contents of the local quarantine

You can view the contents of the local quarantine for a server. You must be in the server view.
See “Modifying or viewing server or server group settings” on page 67.

Table 5-1 lists the information that is found in the Quarantine list pane.

Table 5-1  Quarantined file summary information

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time encrypted</td>
<td>The date and time when Mail Security intercepted and encrypted the file</td>
</tr>
<tr>
<td>Recipient</td>
<td>Intended recipient(s) of the message</td>
</tr>
<tr>
<td>Sender</td>
<td>Address of the sender of the message</td>
</tr>
<tr>
<td>Message part</td>
<td>Part of the message that was sent to the quarantine</td>
</tr>
<tr>
<td>Location</td>
<td>Location where the file was intercepted</td>
</tr>
<tr>
<td>Rule violated</td>
<td>The policy or the rule that was violated</td>
</tr>
<tr>
<td>Quarantine Id</td>
<td>The Alpha-numeric identifier that Mail Security assigns to the quarantined file</td>
</tr>
<tr>
<td>Sent to QServer</td>
<td>Whether the file was sent to the Quarantine Server</td>
</tr>
</tbody>
</table>

When you select an item in the Quarantine, details about the message (and attachments, if any) appear in the preview pane.

Table 5-2 lists the detailed information that is shown in the preview pane.

Table 5-2  Quarantined file detailed information

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time encrypted</td>
<td>The date and time when Mail Security intercepted and encrypted the file</td>
</tr>
<tr>
<td>Attachment Name</td>
<td>Name of the attachment that triggered the violation. If the message body triggered the violation, this entry is: Message Body.</td>
</tr>
<tr>
<td>Rule violated</td>
<td>The policy or the rule that was violated</td>
</tr>
<tr>
<td>Location</td>
<td>Location where the file was intercepted</td>
</tr>
<tr>
<td>Sender</td>
<td>Address of the sender of the message</td>
</tr>
<tr>
<td>Recipient(s)</td>
<td>Intended recipient(s) of the message</td>
</tr>
<tr>
<td>Sent to QServer</td>
<td>Whether the file was sent to the Quarantine Server</td>
</tr>
</tbody>
</table>
Table 5-2  Quarantined file detailed information *(continued)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virus Name</td>
<td>Name of the virus, if a virus was detected</td>
</tr>
</tbody>
</table>

To view the contents of the local quarantine

1. In the console on the primary navigation bar, click Monitors.
2. In the sidebar under Views, click Quarantine.
   This option is not available in the group view.
3. In the list pane, click an item to view the item’s details.
   The data appears in the preview pane.
4. Press F5 to refresh the display.

Specify an action to take when a quarantine threshold is met

You can define thresholds for the local quarantine and specify the actions that you want Mail Security to take when a quarantine threshold is met.

See “Establishing local quarantine thresholds” on page 77.

You can specify any of the following actions:

- **Notify Administrator** Sends a notification message to the administrator when a threshold is met.
  This item is checked by default.
- **Notify others** Sends a notification to the other recipients that you specify when a threshold is met.
- **Delete oldest items** Removes the oldest items in the local quarantine when a threshold is met.

To specify an action to take when a quarantine threshold is met

1. In the console on the primary navigation bar, click Monitors
2. In the sidebar under Views, click Quarantine Settings
3. Under When a threshold is met, check Notify Administrator to send notification messages to the administrator.

   See “Configuring notification settings for scan violations” on page 179.
4 Check Notify others to send notification messages to additional people.

5 In the Notify others box, type the email addresses of the people to whom you want Mail Security to send notifications. Separate email addresses with commas.

6 Check Delete oldest items to remove the items that reach a threshold. This option is not enabled by default.

If Delete oldest items is not checked and a quarantine size threshold is reached, the event is logged. Mail Security sends a notification to the recipients that are specified on the Quarantine Settings page.

7 Under Administrator Notification, in the Subject Line box, type your subject line text.

The default text is: Administrator Alert: The Symantec Mail Security Quarantine has exceeded a set limit.

8 In the Message Body box, type the administrator notification message body.

The default text is: You should manage the Quarantine to remove files or change the Quarantine settings. Details: %details%.

You can use variables in the message body.

See “Alert and notification variables” on page 226.

9 On the toolbar, click Deploy changes to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

---

### About releasing messages from the local quarantine

You can release messages from the local quarantine in the following ways:

- Release messages by email
  See “Releasing messages from the local quarantine by email” on page 81.

- Release messages to a file
  See “Releasing messages from the local quarantine to a file” on page 82.

---

**Note:** By default, Mail Security version 7.5 does not re-scan the items that are quarantined due to antivirus and file filtering violations, once they are released. However, if the items are quarantined due to content filtering violations, Mail Security version 7.5 scans these items only for virus policies and file filtering conditions. This behavior is configurable through registry.
Messages that are released from the quarantine are not filtered for spam and content filtering rules.

Releasing messages from the local quarantine by email

You can send quarantined files to specified destinations by email. When you release a file from the quarantine by email, you remove it from the quarantine.

The released email is then sent with revised sender information to the recipients that are specified in the to box. Rather than being sent from the original sender’s email address, it is sent from the email account that you specify on the Notification Settings page. The email is not delivered to the recipients that are specified in the cc or bc boxes.

If Mail Security releases an email by taking the Quarantine entire message and replace with text action, then the email contains the original message in the .msg format as an attachment.

See “Configuring notification settings for scan violations” on page 179.

To release messages from the local quarantine by email

1. In the console on the primary navigation bar, click Monitors.
2. In the sidebar under Views, click Quarantine.
   This option is not available in the group view.
3. Do one of the following:
   ■ In the sidebar under Tasks, click Select all to select all of the items in the quarantine.
   ■ In the list pane under Quarantine, select the items that you want to release.
     To select multiple items, press CTRL and select the items that you want to release.
     To unselect all of the selected items, in the sidebar under Tasks, click Deselect all.
4. In the sidebar under Tasks, click Release by mail.
5 In the **Releasing item(s) by mail** window, select from the mail options that Mail Security provides.

Mail Security provides the following mail options:

- **Send to original intended recipient(s)** Sends the message to the original intended recipient(s).
- **Send to administrators** Sends the message to administrators.
  - List administrators’ email addresses in the Administrators box. Separate multiple email addresses with commas.
- **Send to the following** Sends the message to alternate recipients.
  - List recipients’ email addresses one per line in the Alternate recipients box.

6 Click **OK**.

7 In the **Operation Status** window, click **Close** when the operation is complete.

**Releasing messages from the local quarantine to a file**

You can move quarantined messages to a folder for review or analysis. The folder is in the following location:

```
\Program Files (x86)\Symantec\SMSMSE\7.5\Server\Quarantine\Release
```

The file location cannot be modified.

Messages that Mail Security quarantines by taking the **Quarantine entire message and replace with text** action are saved at this location in the .msg format.

See “**Releasing messages from the local quarantine by email**” on page 81.

**To release messages from the local quarantine to a file**

1 In the console on the primary navigation bar, click **Monitors**.

2 Under **Views**, click **Quarantine**.

   This option is not available in group view.

3 Do one of the following:
   - In the sidebar under **Tasks**, click **Select all** to select all of the items in the quarantine.
   - In the **list** pane under **Quarantine**, select the items that you want to release.
To select multiple items, press **CTRL** and select the items that you want to release. To unselect all of the selected items, in the sidebar under **Tasks**, click **Deselect all**.

4 In the sidebar under **Tasks**, click **Release to file (Save)**.

5 In the **Releasing to file and delete** dialog box, select one of the following options:

   - **Yes** Removes the item from the quarantine after it has been saved to the Release folder
   - **No** Keeps the item in the quarantine after it has been saved to the Release folder
   - **Cancel** Cancels the file release operation

6 In the **confirmation** dialog box, click **OK**.

7 In the **Operation Status** window, click **Close** when the operation is complete.

### Deleting items from the local quarantine

You can delete one or more items from the quarantine at a time.

See “About releasing messages from the local quarantine” on page 80.

**To delete items from the local quarantine**

1 In the console on the primary navigation bar, click **Monitors**.

2 In the sidebar under **Views**, click **Quarantine**.

3 Do one of the following:
   - In the sidebar under **Tasks**, click **Select all** to select all of the items in the quarantine.
   - In the list pane under **Quarantine**, select the items that you want to remove.

   To select multiple items, press **CTRL** and select the items that you want to delete. To unselect all of the selected items, in the sidebar under **Tasks**, click **Deselect all**.

4 In the sidebar under **Tasks**, click **Delete**.
Protecting your server from risks

This chapter includes the following topics:

- About Mail Security policies
- About protecting your server from risks
- Configuring a threat detection
- Configuring a security risk detection
- Configuring file scanning limits
- Configuring rules to address unscannable and encrypted files

About Mail Security policies

Mail Security scans email messages and their attachments for violations to policies. A policy is a set of rules that are designed to detect potential risks to your Microsoft Exchange mail system.

Mail Security contains the following policies:

<table>
<thead>
<tr>
<th>General</th>
<th>Contains the rules controlling scanning limits, exceptions, and outbreak management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antivirus</td>
<td>Contains the rules for detecting threats in messages and attachments with viruses, virus-like characteristics, or security risks, such as adware or spyware</td>
</tr>
</tbody>
</table>
Antispam Contains the rules for the following:
- Detect spam.
- Allow specified senders to bypass antispam scanning.
- Specify the recipients whose email messages are not scanned for spam.

Content Enforcement Contains the rules to filter inappropriate content in message bodies and attachments.
Also contains file filtering rules and match the lists that let you detect and block messages by file name and file type.

See “About protecting your server from risks” on page 85.
See “How Mail Security detects risks” on page 86.

About protecting your server from risks

Mail Security can detect risks in all major file types (for example, Windows®, DOS, Microsoft® Office Word, and Microsoft® Office Excel files).

Table 6-1 describes the risks against which Mail Security protects your Exchange server.

Table 6-1 Risks that can threaten your Exchange server

<table>
<thead>
<tr>
<th>Risk</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threats</td>
<td>Mail Security detects viruses, worms, and Trojan horses in all major file types. See “Configuring a threat detection” on page 87.</td>
</tr>
<tr>
<td>Mass-mailer worms</td>
<td>Mail Security detects that an email message is a mass-mailer worm. It automatically deletes the infected email message and any attachments. See “Configuring a threat detection” on page 87.</td>
</tr>
</tbody>
</table>
### Table 6-1  Risks that can threaten your Exchange server (continued)

<table>
<thead>
<tr>
<th>Risk</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denial-of-service attacks</td>
<td>Mail Security protects your network from the file attachments that can overload the system and cause denial-of-service attacks. The attachments include the container files that are overly large. They contain large numbers of embedded, compressed files or are designed to maliciously use resources and degrade performance. You can impose limits to control how Mail Security handles container files to reduce your exposure to denial-of-service threats. See “Configuring file scanning limits” on page 93.</td>
</tr>
<tr>
<td>Security risks</td>
<td>Mail Security detects security risks, such as adware, dialers, hacking tools, joke programs, remote access programs, spyware, and trackware.</td>
</tr>
<tr>
<td></td>
<td>See “Configuring a security risk detection” on page 90.</td>
</tr>
</tbody>
</table>

Mail Security also helps you detect and block other potential risks from entering your network, such as unscannable and encrypted container files. See “Configuring rules to address unscannable and encrypted files” on page 94.

When a risk is detected, the incident is logged to the locations that you specify. You can also configure Mail Security to issue alerts when risks are detected or when an outbreak occurs. See “About logging events” on page 190. See “About outbreak management” on page 180.

### How Mail Security detects risks

Mail Security uses the following tools to detect risks:

- **Definitions**: Symantec engineers track reported outbreaks of threats (such as viruses, Trojan horses, worms) to identify new threats. After a threat is identified, information about the threat (a signature) is stored in a definition file. This file contains information to detect and eliminate the threat. Mail Security searches for these signatures when it scans for threats.
### Configuring a threat detection

To configure threat detection, do the following:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable threat detection</td>
<td>Mail Security detects viruses, worms, and Trojan horses in all major file types. Antivirus scanning must be enabled for Mail Security to detect threats. Threat detection scanning applies to all types of scans. See “About the types of scanning that you can perform” on page 165.</td>
</tr>
<tr>
<td>Set the Bloodhound detection level</td>
<td>Mail Security uses Bloodhound technology to supplement the detection of threats by signature. You can customize your level of protection against new threats, from zero protection to a high level of protection. A high level of protection increases protection of your network; however, server performance might be affected. At lower levels of protection, an unknown threat might escape detection, but the trade-off with server performance decreases. In most cases, the default (Medium) setting is appropriate. See “How Mail Security detects risks” on page 86.</td>
</tr>
</tbody>
</table>

See “About protecting your server from risks” on page 85.
Enable mass-mailer worm-infected message detection

Mail Security detects that an email message is a mass-mailer worm or virus when this feature is enabled. If Mail Security detects that an email message is a mass-mailer worm or virus, it deletes the infected email message and any attachments. Mail Security does not send notifications after deleting a mass-mailer worm or virus message and any attachments. When the mass-mailer detection feature is not enabled, an infected mass-mailer email message is treated the same as an infected message.

Enable advanced heuristics detection

Mail Security provides a better antivirus protection if you enable the Advanced heuristics detection check box.

Modify default threat detection rules, as needed

Mail Security provides default antivirus rules, which are always enabled. You can modify these rules.

To configure a threat detection

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Antivirus, click Antivirus Settings.
3. In the content area under Antivirus Settings, check Enable virus scanning.
   - Virus scanning is enabled by default.
4. In the Bloodhound detection list, select one of the following using the drop-down menu:
   - Off: Disables the Bloodhound detection.
   - Low: Optimizes the server performance, but might not detect potential threats.
   - Medium: Provides a balance between threat detection and server performance.
     The default setting is Medium.
   - High: Increases the detection of threats, but might affect server performance.
5. Check Delete mass-mailer worm-infected messages (no notifications) to automatically delete mass-mailer messages.
   - This feature is enabled by default.
6 In the **Rules** table, select any of the following rules to view or modify them in the preview pane:

- **Basic Virus Rule**: Applies to the messages or the attachments that contain repairable threats.
  
  This option is always enabled.

- **Unrepairable Virus Rule**: Applies to the messages or the attachments that contain the threats that cannot be repaired.
  
  This option is always enabled.

- **Security Risk Rule**: Applies to messages that contain security risks, such as adware or spyware.
  
  See “Configuring a security risk detection” on page 90.
  
  This option is enabled by default.

The settings for the rule that you select appear in the preview pane.

7 In the preview pane, in the **Action to take** list, select the action to take when a threat is detected using the drop-down menu.

8 In the **Replacement text** box, type your customized message if you want to replace the message or the attachment body with a text message.

The default text is: Symantec Mail Security replaced %attachment% with this text message. The original file contained %violation% and was %action%.

You can use variables in your customized text.

See “Alert and notification variables” on page 226.

9 Check one or more of the following to send email notifications about the detection:

- **Notify administrators**
  
  Click the down arrow and type your customized text in the **Subject line** box and the **Message body** box. The default Subject line and Message body text is as follows:

  - Default subject line text: Administrator Alert: Symantec Mail Security detected %violation%
  
  - Default message body text: Location of the infected item: %location% Sender of the infected item: %sender% Subject of the message: %subject% The attachment(s) "%attachment%" was %action% for the following reasons: %information% This was done due to the following Symantec Mail Security settings: Scan: %scan% Rule: %rule%
- Notify internal sender
  Click the down arrow and type your customized text in the **Subject line** box and the **Message body** box. The default Subject line and Message body text is as follows:
  
  - Default subject line text: Symantec Mail Security detected %violation% in a message sent from your address
  - Default message body text: %subject% Recipient of the message: %recipient%

- Notify external sender
  Click the down arrow and type your customized text in the **Subject line** box and the **Message body** box. The default Subject line and Message body text is as follows:
  
  - Default subject line text: Symantec Mail Security detected %violation% in a message sent from your address
  - Default message body text: Subject of the message: %subject% Recipient of the message: %recipient%

See “Alert and notification variables” on page 226.

10 On the toolbar, click **Deploy changes** to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

### Configuring a security risk detection

Mail Security can detect security risks. Security risks are the programs that do any of the following:

- Provide unauthorized access to computer
- Compromise data integrity, privacy, confidentiality, or security
- Present some type of disruption or nuisance

These programs can put your employees and your organization at risk for the following:

- Identity theft or fraud by logging keystrokes
- Capture of email and instant messaging traffic
- Theft of personal information such as passwords and login identifications

Security risks can be introduced into your computer unknowingly when users visit a website, download shareware, or freeware software programs, click links or attachments in email messages, or through instant messaging clients. They can also be installed after or as a by-product of accepting an End User License
Agreement from another software program that is related to or linked in some way to the security risk.

Enable **Security Risk Rule** for Mail Security to detect security risks.

Table 6-2 lists the categories of security risks that Mail Security detects.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adware</td>
<td>The standalone or appended programs that gather personal information through the Internet and relay it back to a remote computer without the user's knowledge. Adware might monitor browsing habits for advertising purposes. It can also deliver the advertising content.</td>
</tr>
<tr>
<td>Hack tools</td>
<td>Programs that are used to gain unauthorized access to a user's computer. For example, a keystroke logger tracks and records individual keystrokes and sends this information to a remote computer. The remote user can perform port scans or vulnerability scans. Hack tools might also be used to create viruses.</td>
</tr>
<tr>
<td>Dialers</td>
<td>Programs that use a computer, without the user's permission or knowledge, to dial through the Internet to a 900 number or FTP site, typically to accrue charges.</td>
</tr>
<tr>
<td>Joke programs</td>
<td>Programs that alter or interrupt the operation of a computer in a way that is intended to be humorous or bothersome. For example, a joke program might move the Recycling Bin away from the mouse when the user tries to click on it.</td>
</tr>
<tr>
<td>Remote access programs</td>
<td>Programs that let a remote user gain access to a computer over the Internet to gain information from, attack, or alter the host computer.</td>
</tr>
<tr>
<td>Spyware</td>
<td>The standalone programs that can secretly monitor computer activity and detect passwords and other confidential information and then relay the information back to a remote computer.</td>
</tr>
<tr>
<td>Trackware</td>
<td>The standalone or appended applications that trace a user's path on the Internet and relay the information to a remote computer.</td>
</tr>
</tbody>
</table>
To configure a security risk detection

1. In the console on the primary navigation bar, click **Policies**.
2. In the sidebar under **Antivirus**, click **Antivirus Settings**.
3. In the content area, in the **Rules** table, on the **Security Risk Rule** row, click the box under the **Status** column, and then select **Enabled** from the drop-down menu.

   This rule is enabled by default.

4. In the preview pane, in the **Action to take** list, use the drop-down menu to select the action to take when a security risk is detected.

5. In the **Replacement text** box, type your customized message if you want to replace the message or the attachment body with a text message.

   The default text is: Symantec Mail Security replaced %attachment% with this text message. The original file contained %violation% and was %action%.

   You can use variables in your customized text.

   See "Alert and notification variables" on page 226.

6. Check one or more of the following to send email notifications about the detection:

   - **Notify administrators**
     Click the down arrow and type your customized text in the **Subject line** box and the **Message body** box. The default Subject line and Message body text is as follows:

     - Default subject line text: Administrator Alert: Symantec Mail Security detected %violation%

     - Default message body text: Location of the infected item: %location% Sender of the infected item: %sender% Subject of the message: %subject% The attachment(s) "%attachment%" was %action% for the following reasons: %information% This was done due to the following Symantec Mail Security settings: Scan: %scan% Rule: %rule%

   - **Notify internal sender**
     Click the down arrow and type your customized text in the **Subject line** box and the **Message body** box. The default Subject line and Message body text is as follows:

     - Default subject line text: Symantec Mail Security detected %violation% in a message sent from your address

     - Default message body text: %subject% Recipient of the message: %recipient%
Notify external sender
Click the down arrow and type your customized text in the Subject line box and the Message body box. The default Subject line and Message body text is as follows:

- Default subject line text: Symantec Mail Security detected %violation% in a message sent from your address
- Default message body text: Subject of the message: %subject% Recipient of the message: %recipient%

See "Alert and notification variables" on page 226.

7 On the toolbar, click Deploy changes to apply your changes.
See "Deploying settings and changes to a server or group" on page 63.

Configuring file scanning limits
Mail Security imposes limits on file extraction. These limits protect against denial-of-service attacks that are associated with the overly large or complex container files that take a long time to decompose. These limits also enhance scanning performance.

Mail Security contains a decomposer that extracts container files so that they can be scanned for risks. The decomposer continues to extract container files until it reaches the base file. When a container file reaches a set limit, the scanning process stops, the violation is logged to the specified logging destinations, and the file is handled according to Unscannable File Rule.

See “Configuring rules to address unscannable and encrypted files” on page 94.

To configure file scanning limits
1 In the console on the primary navigation bar, click Policies.
2 In the sidebar under General, click Scanning Limits.
3 In the content area, in the Maximum scan time (in seconds) box, type the maximum time that Mail Security can spend extracting a single container file.

You can enter a value from 20 to 500000. The default value is 300.

4 In the Maximum archive scan depth (number of levels) box, type the maximum number of nested levels of files that are decomposed within a container file.

You can enter a value from 1 to 50. The default value is 10.
5 In the **Maximum size of one extracted file (in MB)** box, type the maximum file size, in megabytes, for individual files in a container file.
   
   You can enter a value from 1 to 1024. The default value is 100.

6 In the **Maximum total size of all extracted files (in MB)** box, type the maximum size, in megabytes, of all extracted files.
   
   You can enter a value from 1 to 1024. The default value is 200.

7 In the **Maximum number of files extracted** box, type the maximum allowable number of files to be extracted.
   
   You can enter a value from 1 to 1000000. The default value is 5000.

8 On the toolbar, click **Deploy changes** to apply your changes.
   
   See “Deploying settings and changes to a server or group” on page 63.

---

### Configuring rules to address unscannable and encrypted files

A file that cannot be scanned can put your network at risk if it contains a threat. Mail Security provides the following default rules to address unscannable and encrypted files:

- **UFR - Scanning Limits**
  
  (Unscannable File Rule for Scanning Limits)

  This rule gets triggered when any of the scanning limits are violated. You can set the scanning limits under the **Policies > Scanning Limits** workspace.

  The default action for the Unscannable File Rule for Scanning Limits is Quarantine entire message and replace with text (By part for Store).

- **UFR - Malformed Files**
  
  (Unscannable File Rule for Malformed Files)

  This rule gets triggered when Mail Security does not recognize the file format of a specific file and is unable to scan it. In such cases, the file is treated as Malformed.

  The default action for the Unscannable File Rule for Malformed Files is Quarantine entire message and replace with text (By part for Store).
Infected files can be intentionally encrypted. Encrypted files cannot be decrypted and scanned without the appropriate decryption tool. You can configure how you want Mail Security to process encrypted container files to protect your network from threats.

The default setting for the Encrypted File Rule is to log the violation only.

These rules are always enabled.

To configure rules to address unscannable and encrypted files

1. In the console on the primary navigation bar, click **Policies**.
2. In the sidebar under **General**, click **Exceptions**.
3. In the **Exceptions** table, select one of the following rules that you want to view or modify:
   - **UFR - Scanning Limits**
   - **UFR - Malformed Files**
   - **Encrypted File Rule**
4. In the preview pane, in the **Action to take** list, use the drop-down menu to select the action to take when a violation is detected.
5. In the **Replacement text** box, type your customized message if you want to replace the message or the attachment body with a text message.
   
   The default text is: Symantec Mail Security replaced %attachment% with this text message. The original file was unscannable and was %action%.
   
   You can use variables in your customized text.
   
   See "Alert and notification variables" on page 226.
6. Check the option **Enable list of trusted domains or users** if you want to enter a list of domains or email addresses.
   
   For each of the three rules, you can enter a list of trusted domains or users, and can set different actions for these trusted domains or users.
7. From the **Action to take** drop-down menu, select an action that you want to take on the list of trusted domains or users.
8. In the **Replacement text** box, type your customized message if you want to replace the message or the attachment body with a text message.
   
   The default text is: Symantec Mail Security replaced %attachment% with this text message. The original file was unscannable and was %action%.  

Protecting your server from risks
9 Check one or more of the following to send email notifications about the detection:

- **Notify administrators**
  
  Click the down arrow and then type your customized text in the Subject line box and the Message body box. The default Subject line and Message body text is as follows:

  - **Default subject line text**: Administrator Alert: Symantec Mail Security detected a message with an unscannable attachment or body

  - **Default message body text**: Location of the message: %location% Sender of the message: %sender% Subject of the message %subject% The attachment(s) "%attachment%" was %action%. This was done due to the following Symantec Mail Security settings: Scan: %scan% Rule: %rule%

- **Notify internal sender**
  
  Click the down arrow and then type your customized text in the Subject line box and the Message body box. The default Subject line and Message body text is as follows:

  - **Default subject line text**: Symantec Mail Security detected unscannable content in a message sent from your address

  - **Default message body text**: Subject of the message: %subject% Recipient of the message %recipient%

- **Notify external sender**
  
  Click the down arrow and then type your customized text in the Subject line box and the Message body box. The default Subject line and Message body text is as follows:

  - **Default subject line text**: Symantec Mail Security detected unscannable content in a message sent from your address

  - **Default message body text**: Subject of the message: %subject% Recipient of the message %recipient%

  See "Alert and notification variables" on page 226.

10 On the toolbar, click **Deploy changes** to apply your changes.

See "Deploying settings and changes to a server or group" on page 63.

Registry keys can be used to bypass actions on unscannable malformed files. For more information refer the Mail Security Knowledge Base.
Identifying spam

This chapter includes the following topics:

- About spam detection
- About reputation technology
- Configuring whitelists
- How to detect spam using Symantec Premium AntiSpam

About spam detection

Mail Security protects your servers from unwanted email messages, such as spam. Spam is usually defined as junk or unsolicited email from a third party. The spam message sender has no discernible relationship with all or some of the message recipients. Often, the message headers are forged or altered to conceal the origination point of the sender. Spam is not only an annoyance to users and administrators, it is also a serious security concern. Spam can be used to deliver viruses, Trojan horses, and in phishing attempts. High volume of spam can create denial-of-service conditions in which mail servers are so overloaded that legitimate email and network traffic cannot get through. Mail Security can detect if an incoming email message is spam with a high level of accuracy.

See “Configuring whitelists” on page 98.

You must have a valid Symantec Premium AntiSpam license to enable Symantec Premium AntiSpam.

See “About licensing” on page 55.
About reputation technology

Symantec monitors number of email sources to determine how much email is sent from these addresses is legitimate and how much is spam. By evaluating the sender according to dimensions such as mail volume, the percentage of spam sent, and a variety of vulnerabilities, the Sender IP reputation service and DNS IP reputation service creates a reputation profile for a given IP address. Email from these email sources can then be blocked or allowed based on the reputation value of the source that Symantec determines.

Configuring whitelists

You can enable and populate the following whitelists to minimize false positives:

- **Allowed Senders**: Lets you list the sender domains that are permitted to bypass antispam scanning.
- **Unfiltered Recipients**: Lets you list the email addresses to which inbound emails are permitted to bypass antispam scanning.

If the Allowed Senders and Unfiltered Recipients lists are both enabled, Mail Security processes the Allowed Senders list first.

Email messages that are permitted to bypass antispam scanning are still scanned for risks and file filtering violations.

To configure whitelists

1. In the console on the primary navigation bar, click **Policies**.
2. In the sidebar under **Antispam**, click **Whitelist**.
3. On the toolbar, click **Deploy changes** to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

How to detect spam using Symantec Premium AntiSpam

Symantec Premium AntiSpam provides continuous updates to the premium antispam filters to ensure that your Exchange server has the most current spam detection filters. Updates to the premium antispam service are handled automatically through the Symantec Premium AntiSpam service and not through LiveUpdate.

You must have an active Internet connection and permit outbound secure HTTP traffic through your firewall (port 443). Manually register the service if your connection
uses an HTTP proxy. After Symantec Premium AntiSpam is registered and enabled, spam rules are continually downloaded from Symantec. Mail Security checks for updates every minute and receives new rule sets every 10 - 15 minutes.

See “About registering Symantec Premium AntiSpam through an ISA server” on page 99.

See “Configuring your proxy server to download spam definition updates” on page 99.

About registering Symantec Premium AntiSpam through an ISA server

Symantec Premium AntiSpam requires the ability to communicate by HTTPS (Port 443). If your connection uses an HTTP proxy, manually register the service so that spam rules can be automatically downloaded from Symantec. To register Symantec Premium AntiSpam through an ISA server that is filtering traffic for your Exchange server, do one of the following:

- If the ISA server is installed on the same computer as the Exchange server, create a Host-based protocol rule. This rule allows “Any Request” for the HTTPS protocol and HTTPS server protocols.

- If the ISA server is installed on a different computer from the Exchange server, create a Host-based protocol rule. This rule specifically allows traffic for the IP address of the Exchange server for the HTTPS protocol and HTTPS server protocols.

See “About spam detection” on page 97.

See “How to detect spam using Symantec Premium AntiSpam” on page 98.

Configuring your proxy server to download spam definition updates

Mail Security checks for updates to antispam filters every minute and receives new rule sets every 10 - 15 minutes. You can configure your proxy server to permit updates.

To configure your proxy server to download spam definition updates

1. On the Start menu, click Programs > Accessories > Command Prompt to open command prompt window.

2. At the command prompt, change directories to the Mail Security installation directory.

   The default directory is: \Program Files (x86)\Symantec\SMSMSE\7.5\Server
3 Type the following:

```
register -c SpamPrevention\bmiconfig.xml -l SpamPrevention\SPAlicense.slf -p <proxyserver:proxyport>
```

where `<proxyserver:proxyport>` is the IP address of your proxy server and the port.

Symantec Premium AntiSpam licenses are placed in the SpamPrevention folder.

4 On the **Start** menu, click **Run**.

5 In the **Run** dialog box, type the following:

```
regedit
```

6 Click **OK**.

7 In the **Registry Editor** window, in the left pane, browse and locate the following folder:

```
HKEY-LOCAL_MACHINE\SOFTWARE\Wow6432Node\Symantec\SMSMSE\7.5\Licensing\`
```

8 Do one of the following:

   - **If the file SPARunRegister does not exist**
     In the right pane, right-click on any blank space, and select **New > DWORD Value**. In the name box, type:
     
     ```
     SPARunRegister
     ```

   - **If the file SPARunRegister exists**
     In the right pane, right-click on the file, and select **Modify**. In the **Edit DWORD Value** dialog box, in the Value data box, change the value to **0**, and then click **OK**.

9 Save the file and close the **Registry Editor** window.

**Configuring Symantec Premium AntiSpam to detect spam**

Before you configure Symantec Premium AntiSpam, ensure that you have done the following:

- **If you have an ISA server, register Symantec Premium AntiSpam through the ISA server.**
  See “**About registering Symantec Premium AntiSpam through an ISA server**” on page 99.

- Configure your proxy server to permit downloads for Symantec Premium AntiSpam.
  See “**Configuring your proxy server to download spam definition updates**” on page 99.
Install the Symantec Premium AntiSpam license.  
See “About licensing” on page 55.

Configure the following settings to detect and handle spam:

**Reputation service:** Symantec monitors email sources to determine how much of the email messages that are sent from those sources is legitimate. Email from those sources can then be blocked or allowed based on the source's reputation value as determined by Symantec.

- **Enable Ruleset based sender IP reputation**
  The Rule Based Reputation Service is the name for a set of downloadable IP address lists that you can use to block SMTP connections from known spam IP addresses or allow SMTP connections from known reputable IP addresses.

  The Rule Based Reputation Service currently includes the following classification lists of IP addresses, which are continuously compiled and updated:

  - **Open proxy list:** Enables the open proxy list service.
    The open proxy list contains IP addresses that are open proxies that are used by spammers or 'zombie' computers that are co-opted by spammers.

  - **Safe List:** Enables the safe list service.
    The safe list contains IP addresses from which virtually no outgoing email is spam.

- **Suspect List**
  Contains the IP addresses from which virtually all of the outgoing email is spam. This list is always enabled.

- **Fast Pass**
  The Fast Pass feature conserves resources by providing a temporary exemption from spam scanning for senders with a demonstrated history of sending no spam messages. Thus senders with the best local reputation are exempted from spam scanning.

- **Marketing mail**
  Emails that contain commercial or fund-raising messages, which may have been requested by the user. When the messages are detected by this policy it takes the action configured under Suspected Spam.

- **Newsletter**
  Emails that include content on specific topics for a known period, often weekly or monthly. The user may have requested to receive these publications. When the messages are detected by this policy it takes the action configured under Suspected Spam.
Suspicious URL  Suspicious URLs include free hosting sites, URL shortening services, and URL redirecting services that can potentially be abused to deliver spam or malware payloads. SMISMSE can filter against email messages that contain one or more suspicious URLs. When the messages are detected by this policy it takes the action configured under **Suspected Spam**.

**DNS IP Reputation:**

**Note:** DNS IP reputation feature will be disabled by default during a fresh install.

**Note:** DNS IP reputation feature will be disabled by default for all upgrade scenarios.

**Enable DNS IP Reputation**

DNS-based IP (DNS IP) reputation allows the delivery of the Symantec Global Bad Senders list, which is the largest Symantec IP reputation list. When an inbound email arrives in your organization and the DNS IP reputation feature is enabled, the IP address of this inbound email is sent to the Symantec DNS reputation server. If this IP address in the Symantec DNS reputation server is recorded as bad, the verdict is provided back to the Symantec Mail Security for Microsoft Exchange.

**Note:** We strongly recommend either enable DNS based IP Reputation feature or Rule Based Reputation feature. Enabling both of them at the same time will lead to heavy utilization of network resources.

### Spam Scoring

Flag messages as suspected spam  Flags messages as suspected spam when their scores reach the suspected spam threshold.

Lower spam threshold  Indicates the minimum threshold for suspected spam.

You can enter a value between 25 and 89. The default value is 72.
You must have a valid Symantec Premium AntiSpam license to enable Symantec Premium AntiSpam.
See “About licensing” on page 55.

To configure Symantec Premium AntiSpam to detect spam

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Antispam, click Premium AntiSpam Settings.
3. In the content area, under Symantec Premium AntiSpam Settings, check Enable Symantec Premium AntiSpam.
4. Under Reputation Services, check Enable Ruleset based sender IP reputation and then select any of the following that you want to use:
   - Open proxy list
   - Safe list
5. Check Suspect list which contains emails sources that primarily send spam. This option is selected by default and cannot be changed.
6. To bypass AntiSpam filtering of email messages from verified senders check Fast Pass.
7. Under DNS IP reputation, check the Enable DNS IP Reputation option. This DNS-based IP (DNS IP) reputation allows the delivery of the Symantec Global Bad Senders list, which is the largest Symantec IP reputation list.

   Note: It is highly recommended to use either Enable Ruleset based sender IP or DNS IP reputation services to avoid heavy network bandwidth consumption.

8. Under Spam Scoring, check Flag messages as suspected spam if you want messages flagged as suspected spam if you want messages flagged as suspected spam. In the Lower spam threshold box, type the suspected spam threshold level if you choose to identify suspected spam.
9. On the toolbar, click Deploy changes to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

Processing suspected spam messages
You can configure Mail Security to reject or accept suspected spam messages. You can log all spam events to the specified logging destinations.
See “About logging events” on page 190.

If you configure Mail Security to accept suspected spam messages, you can specify the following message delivery options:

- Prevent the message from being sent to the intended recipient.
- Deliver the spam message to an alternate recipient.
- Add your customized subject line text to the message.
- Add one or more X-headers to the message.
  See “About applying X-headers to messages for archiving” on page 111.
- Re-assign the SCL value of the message.

To reject suspected spam messages

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Antispam, click Premium AntiSpam Actions.
3. Under Suspected Spam, from If message is Suspected Spam, select Reject the message.
4. Check Log to log spam messages to the specified logging destinations.
   See “About logging events” on page 190.
5. On the toolbar, click Deploy changes to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

To accept suspected spam messages

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Antispam, click Premium AntiSpam Actions.
3. Under Suspected Spam, from If message is Suspected Spam, select Accept the message.
4. Check Prevent delivery to original recipient(s) to prevent the intended recipients from receiving suspected spam messages.
5. Check Deliver to alternate recipient to send suspected spam messages to a different recipient, and type the address to which suspected spam messages are delivered.
   You can only specify one recipient.
6. Check Add to subject line to prepend the subject line of suspected spam messages, and in the subject line box, type your customized text.
   The default text is Spam.
7 Check **Add X-header(s)** to add one or more X-Headers to messages that trigger the violation, and then do any of the following:

**Add an existing X-header**

- Click **Add X-header**.
- In the X-header name column, use the drop-down menu to select the X-header that you want to use.
  - You can modify the existing X-header by clicking on the text and typing the new content.
- In the X-header value column, type the X-header value.
  - You can type up to 127 characters. The following characters are not supported in X-header values:
    - `~ |`

**Create a new X-header**

- Click **Add X-header**.
- In the X-header box, type the name of the X-header.
  - You can type up to 127 characters. The name must begin with "x-" or X-". The following characters are not supported in X-header names:
    - `, . ; < > : ? / = ( ) [ \ ] @ | ~`
- In the X-header box, type the X-header value.
  - You can type up to 127 characters. The following characters are not supported in X-header values:
    - `~ |`

**Remove an existing X-header**

- Select the X-header that you want to remove by clicking to the left of the X-header name column.
- Click **Delete X-header(s)**.

8 Check **Assign SCL value to message** to reassign the SCL value, and in the drop-down list, select the threshold value.

You can choose a value from 1 to 9. The default value is 6.
9 Check **Log** to log suspected spam messages to the specified logging destinations.

Suspected spam messages are identified in the Windows event log as information or events.

See “About logging events” on page 190.

10 On the toolbar, click **Deploy changes** to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

### Processing suspected spam messages that exceed a SCL threshold

You can log all spam events to the specified logging destinations.

See “About logging events” on page 190.

You can specify how you want Mail Security to process the messages that are identified as suspected spam and exceed the SCL threshold that you specify.

If you configure Mail Security to accept suspected spam messages that exceed the threshold, you can configure the following message delivery options:

- Prevent the message from being sent to the intended recipient.
- Deliver the spam message to an alternate recipient.
- Add your customized subject line text to the message.
- Add one or more X-headers to the message.
  
  See “About applying X-headers to messages for archiving” on page 111.
- Re-assign the SCL value of the message.

**To reject suspected spam messages that exceed a SCL threshold**

1 In the console on the primary navigation bar, click **Policies**.

2 In the sidebar under Antispam, click **Premium AntiSpam Actions**.

3 Under **Suspected Spam and SCL**, from the **If message is Suspected Spam and SCL is** list, select the SCL value threshold.

   You can choose a value from > 0 to > 8. The default value is > 5.

4 Check **Reject the message**.

5 Check **Log** to log suspected spam messages to the specified logging destinations.

   See “About logging events” on page 190.

6 On the toolbar, click **Deploy changes** to apply your changes.

   See “Deploying settings and changes to a server or group” on page 63.
To accept suspected spam messages that exceed a SCL threshold

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Antispam, click Premium AntiSpam Actions.
3. Under Suspected Spam and SCL, from the If message is Suspected Spam and SCL is list, select the SCL value threshold.
   You can choose a value from > 0 to > 8. The default value is > 5.
4. Check Accept the message.
5. Check Prevent delivery to original recipient(s) to prevent the intended recipients from receiving suspected spam messages.
6. Check Deliver to alternate recipient to send suspected spam messages to a different recipient, and type the address to which suspected spam messages are delivered.
   You can only specify one recipient.
7. Check Add to subject line to prepend the subject line of suspected spam messages, and in the subject line box, type your customized text.
   The default text is Spam.
8. Check Add X-header(s) to add one or more X-headers to messages that trigger the violation, and then do any of the following:

   Add an existing X-header
   Do the following:
   - Click Add X-header.
   - In the X-header name column, use the drop-down menu to select the X-header that you want to use.
     You can modify the existing X-header by clicking on the text and typing the new content.
   - In the X-header value column, type the X-header value.
     You can type up to 127 characters. The following characters are not supported in X-header values:
     ~ |
Create a new X-header

Do the following:

■ Click **Add X-header**.

■ In the X-header box, type the name of the X-header.

  You can type up to 127 characters. The name must begin with "x-" or X-". The following characters are not supported in X-header names:

  , . ; < > : ? / = ( ) [ ] @ | ; ~

■ In the X-header box, type the X-header value.

  You can type up to 127 characters. The following characters are not supported in X-header values:

  ~ |

Remove an existing X-header

Do the following:

■ Select the X-header that you want to remove by clicking to the left of the X-header name column.

■ Click **Delete X-header(s)**.

9  Check **Assign SCL value to message** to assign an SCL value to suspected spam messages, and in the drop-down list, select the threshold value.

You can choose a value from 1 to 9. The default value is 8.

10 Check **Log** to log suspected spam messages to the specified logging destinations.

  Suspected spam messages that meet or exceed an SCL value are identified in the Windows event log as information or events.

  See “About logging events” on page 190.

11 On the toolbar, click **Deploy changes** to apply your changes.

  See “Deploying settings and changes to a server or group” on page 63.

Processing spam messages

You can configure Mail Security to reject or accept spam messages. You can also configure whether you want Mail Security to log spam events to the specified logging destinations.

See “About logging events” on page 190.
If you configure Mail Security to accept spam messages, you can specify the following message delivery options:

- Prevent the message from being sent to the intended recipient.
- Deliver the spam message to an alternate recipient.
- Add your customized subject line text to the message.
- Add one or more X-headers to the message.
  
  See “About applying X-headers to messages for archiving” on page 111.
- Assign an SCL value to the message.

To reject spam messages

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Antispam, click Premium AntiSpam Actions.
3. In the content area, under Spam Messages, under If message is Spam, check Reject the message.
4. Check Log to log spam messages to the specified logging destinations.
   
   See “About logging events” on page 190.
5. On the toolbar, click Deploy changes to apply your changes.
   
   See “Deploying settings and changes to a server or group” on page 63.

To accept spam messages

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Antispam, click Premium AntiSpam Actions.
3. In the content area, under Spam Messages, under If message is Spam, check Accept the message.
4. Check Prevent delivery to original recipient(s) to prevent the intended recipients from receiving spam messages.
5. Check Deliver to alternate recipient to send spam messages to a different recipient, and type the address to which spam messages are delivered.
   
   You can enter only one address.
6. Check Add to subject line to prepend the subject line of spam messages, and in the subject line box, type your customized text.
   
   The default text is Spam.
7. Check Add X-header(s) to add one or more X-headers to messages that trigger the violation, and then do any of the following:
Add an existing X-header

Do the following:

- Click **Add X-header**.
- In the X-header name column, use the drop-down menu to select the X-header that you want to use.
  
  You can modify the existing X-header by clicking on the text and typing the new content.
- In the X-header value column, type the X-header value.
  
  You can type up to 127 characters. The following characters are not supported in X-header values:
  
  ~ | 

Create a new X-header

Do the following:

- Click **Add X-header**.
- In the X-header box, type the name of the X-header.
  
  You can type up to 127 characters. The name must begin with "x-" or X-". The following characters are not supported in X-header names:
  
  , . ; < > : ? / = ( ) [ ] @ | ;~
- In the X-header box, type the X-header value.
  
  You can type up to 127 characters. The following characters are not supported in X-header values:
  
  ~ | 

Remove an existing X-header

Do the following:

- Select the X-header that you want to remove by clicking to the left of the X-header name column.
- Click **Delete X-header(s)**.

8 Check **Assign SCL value to message** to assign an SCL value to spam messages, and in the drop-down list, select the threshold value.

You can choose a value from 1 to 9. The default value is 9.
9  Check **Log** to log spam messages to the specified logging destinations. Spam messages are identified in the Windows event log as information or events. See “About logging events” on page 190.

10  On the toolbar, click **Deploy changes** to apply your changes. See “Deploying settings and changes to a server or group” on page 63.

**About applying X-headers to messages for archiving**

Mail Security lets you apply X-headers to the email messages that contain content filtering rule violations or are spam or suspected spam. Symantec Enterprise Vault™ uses the X-headers to search for and retrieve the messages that are archived in the vault. Enterprise Vault is a data warehouse that provides secure, centralized archiving and retrieval of information.

**Note:** X-headers can only be applied to SMTP transported email messages. X-headers cannot be applied to messages that are scanned in the message store.

Mail Security provides default X-headers that are commonly used by Enterprise Vault. You can modify the default X-headers, or you can create your own. You can apply up to 25 X-headers for a single violation.

When a message triggers one or more violations and the disposition for any of the violations is to delete the message, no X-headers are applied. For example, a message is identified as spam, and the disposition is to reject the message. No X-header is applied to the message.

**Table 7-1** describes how Mail Security handles multiple content filtering violations based on where the violations occur within the message.
## Table 7-1 How X-headers are applied for multiple violations

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Which X-headers are applied</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Multiple violations in different parts of a message | Mail Security applies X-headers for each rule that is violated for each message part. Message parts include:  
- Message body  
- Subject  
- Sender  
- Attachment name  
- Attachment content                                                                                                                                  | A single message violates a content filtering rule for message body and a separate content filtering rule for subject. Mail Security applies the X-headers that you specify for the message body rule and the X-headers that you specify for the subject rule.  
In this example, the message can have up to 50 X-headers applied to it. You can apply up to 25 X-headers for the message body violation and up to 25 X-headers for the subject violation. |
| Multiple violations for the same message part | When a message triggers multiple violations for the same message part, Mail Security applies only the X-headers that you specify for the first rule that is triggered.                                                                 | A message triggers violations for two different attachment content rules. Mail Security only applies the X-headers for the first rule that was violated.  
**Note:** X-headers are applied to the message even when the disposition is to delete the attachment but not the message body. |

See "Processing spam messages" on page 108.

See “About creating a content filtering rule” on page 116.
Filtering content

This chapter includes the following topics:

- About content filtering
- About creating a content filtering rule
- What you can do with content filtering rules
- About enforcing email attachment policies
- About match lists
- About content filtering policy templates

About content filtering

Mail Security can filter messages and their attachments using the following features:
Content filtering rules

Content filtering rules filter messages and their attachments for the specific content that you specify (for example, offensive language or sensitive information).

Mail Security lets you create the content filtering rules that apply to SMTP inbound and SMTP outbound mail and the Exchange Information Store.

Mail Security can scan for content within the following message parts: message body, subject, sender, attachment name, and attachment content.

You can use the default content filtering rules that Mail Security provides or you can create your own rules. You can individually enable and disable each rule. Mail Security takes the action that you specify in the rule when it detects a violation.

See “About creating a content filtering rule” on page 116.

See “About default content filtering rules” on page 115.

File filtering rules

Mail Security lets you use file filtering rules to filter messages based on attached file names or file types such as multimedia or executable files.

Mail Security uses file filtering rules to enforce email attachment policies.

Mail Security provides the following predefined file filtering rules:

- File Name Rule
  Blocks the attachments based on the file name that you specify

- Multimedia File Rule
  Blocks the specific multimedia file attachments

- Executable File Rule
  Blocks the specific executable file attachments

You can customize the File Name Rule by associating it with a match list to block attachments with specific names included in the match list.

Mail Security handles file filtering violations according to the action that you configure for the rule. Mail Security can notify administrator and senders (internal and external) of file filtering violations. You can customize the notification message.

See “About enforcing email attachment policies” on page 141.
Mail Security uses match lists to filter email messages and attachments for specific words and phrases. To implement a match list, you must associate it with a content or file filtering rule. When the rule is enabled, Mail Security scans for the criteria that you specify in the rule, including the words and phrases that are in the associated match list.

Mail Security provides preconfigured match lists for use with the File Name Rule or with content filtering rules. You can create new match lists and delete or edit words in an existing match list. Match lists support literal strings, DOS wildcard-style expressions, or regular expressions. See “About match lists” on page 149. See “About regular expressions” on page 156. See “About DOS wildcard style expressions” on page 155.

You can also use match lists to help manage outbreaks. You can configure Mail Security to automatically add the names of outbreak-triggered attachments and outbreak-triggered subject text to match lists. Mail Security uses these match lists with content or file filtering rules to automatically block suspicious file attachments or subjects. See “About outbreak management” on page 180.

You can specify the action that you want Mail Security to take when it detects a content filtering rule or file filtering rule violation. You can also configure Mail Security to notify the administrator and senders (internal and external) of a violation with a message that you can customize.

### About default content filtering rules

Table 8-1 describes the preconfigured content filtering rules that Mail Security provides.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank Subject and Sender</td>
<td>Detects and filters messages with blank subject line and blank sender line</td>
</tr>
<tr>
<td>Quarantine Triggered Attachment Names</td>
<td>Detects and filters the files whose attachment name matches a list of outbreak-triggered attachment names</td>
</tr>
<tr>
<td></td>
<td>See “About match lists” on page 149.</td>
</tr>
</tbody>
</table>
Table 8-1 Default content filtering rules (continued)

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarantine Triggered Subjects</td>
<td>Detects and filters the messages whose subject matches a list of outbreak-triggered subjects. See “About match lists” on page 149.</td>
</tr>
<tr>
<td>Sample Executable File</td>
<td>Detects and filters executable files based on the Sample Attachment Name match list</td>
</tr>
</tbody>
</table>

Enable the default content filtering rules that you want to use. You can modify the rules as needed.

**About creating a content filtering rule**

Creating a content filtering rule involves the following process:

- Configuring the conditions of a content filtering rule
- Specifying the users and groups to which the rule applies
- Specifying who to notify if a content filtering rule is violated
- Configuring rule actions

**Configuring the conditions of a content filtering rule**

A content filtering rule consists of one or more conditions that you define. For example, a condition might be that an email subject line contains one or more words from a subject line match list. A rule can optionally contain one or more exceptions.

Mail Security uses OR (Match any term) and AND (Match all terms) conditions to create a framework in which to evaluate email messages or email messages and their attachments. By default, content filtering rules are set to **Match any term** for the entries in the Content list. This means that the rule triggers a violation if any of the entries are present and all of the other criteria that you configured are met. If you select **Match all terms**, then the rule only triggers a violation if all the items in the Content list are present and all other rule criteria that you configure are met.

"Match any terms" is the only condition available for the entries in the Unless list.

**To configure the conditions of a content filtering rule**

1. In the console on the primary navigation bar, click **Policies**.
2. In the sidebar under **Content Enforcement**, click **Content Filtering Rules**.
3 Do one of the following:

Create a rule  In the sidebar under Tasks, click New rule.

Modify an existing rule In the content area, double-click the rule that you want to edit.

4 On the Rule tab, define the conditions for the content filtering rule.

See “Elements of a content filtering rule” on page 131.

5 Do any of the following:

■ Configure the remaining components of the content filtering rule.
  See “Specifying the users and groups to which the rule applies” on page 117.
  See “Specifying who to notify if a content filtering rule is violated” on page 120.
  See “Configuring rule actions” on page 121.

■ Click OK and then click Deploy Changes.
  See “Deploying settings and changes to a server or group” on page 63.

Specifying the users and groups to which the rule applies

Mail Security lets you specify the users and groups to which the rule applies. You can also specify which users and groups are exceptions to the rule.

You can select groups from Active Directory. You can also add users based on SMTP addresses.

Table 8-2 shows the SMTP address formats that Mail Security supports.

Table 8-2 Supported SMTP address formats

<table>
<thead>
<tr>
<th>Address</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>@&lt;domain name&gt;</td>
<td>@symantecdomain.com</td>
</tr>
<tr>
<td>*@&lt;domain name&gt;</td>
<td>*@symantecdomain.com</td>
</tr>
<tr>
<td>&lt;name&gt;@&lt;domain name&gt;</td>
<td><a href="mailto:joe@symantecdomain.com">joe@symantecdomain.com</a></td>
</tr>
<tr>
<td>&lt;name&gt;@&lt;subdomain.domain name&gt;</td>
<td><a href="mailto:joe@security.symantecdomain.com">joe@security.symantecdomain.com</a></td>
</tr>
</tbody>
</table>

Note: Using regular expressions for SMTP addresses is not supported

When you use the address formats from the table above, sub-domains are automatically supported. For example, when you use the address format
<name>@<domain name>, Mail Security will support joe@symantec.com, as well as joe@security.symantec.com.

If you do not specify users, the rule applies to all senders and recipients.

If you are using Exchange 2013/2016, and you want to specify a user or group whose domain is not in the Exchange server domain, specify the domain name in the Internal Domains list.

See “Specifying inbound SMTP domains” on page 140.

**Note:** You can select any Active Directory group except the Users group. Adding the Users group to Active Directory Groups list results in unintended behavior. On Exchange 2013/2016 mailbox server role, for content filtering rules based on Active Directory group, you must add SMSMSE service account user (RBAC user) to the SMSMSE Admins Active Directory group.

**To specify the users and groups to which the rule applies**

1. In the console on the primary navigation bar, click **Policies**.
2. In the sidebar under Content Enforcement, click **Content Filtering Rules**.
3. Do one of the following:
   - Create a rule: In the sidebar under Tasks, click **New rule**.
   - Modify an existing rule: In the content area, double-click the rule that you want to edit.

4. Click the **Users** tab.
5. Under Sender/Recipient Selection, do one of the following:

   To apply the rule based on the sender: Click **Sender**, and then select one of the following options from the drop-down list:
   - Apply if the sender of the message is in the list
   - Apply if the sender of the message is NOT in the list
To apply the rule based on the recipient, Click Recipient, and then select one of the following options from the drop-down list:

- Apply if ANY of the recipients of the message are in the list
- Apply if ANY of the recipients of the message are NOT in the list
- Apply if ALL of the recipients of the message are in the list
- Apply if ALL of the recipients of the message are NOT in the list

6 Under List of Users or Groups, in the SMTP addresses box, do one of the following:

- Type the addresses of the users that you want to include or exclude.
  - Type one address per line.
- To add a preconfigured match list that contains user addresses, click Add Match List and select a match list.
  - You can only insert one match list. You can combine a match list with typed addresses.
  - See “About match lists” on page 149.

7 Under the Active Directory groups list, to select groups from Active Directory, click Add.

8 In the Active Directory domains and groups window, under Available groups, select the group that you want to add and click the >> command icon.

  The group that you select appears in the Selected groups list. To deselect a group in the Selected groups list, click on the group entry, and then click the << command icon.

9 Do any of the following:

- Configure the remaining components of the content filtering rule.
  - See “Configuring the conditions of a content filtering rule” on page 116.
  - See “Specifying who to notify if a content filtering rule is violated” on page 120.
  - See “Configuring rule actions” on page 121.
- Click OK and then click Deploy Changes.
  - See “Deploying settings and changes to a server or group” on page 63.
Specifying who to notify if a content filtering rule is violated

Mail Security lets you specify who you want to notify when a rule is violated.

To specify who to notify if a content filtering rule is violated
1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Content Enforcement, click Content Filtering Rules.
3. Do one of the following:
   - In the sidebar under Tasks, click New rule.
   - In the content area, double-click the rule that you want to edit.
4. Click the Notifications tab.
5. Check any of the following:
   - **Notify administrators**
     Click the down arrow, and then type your customized text in the Subject line box and the Message body box. The default Subject line and Message body text is as follows:
     - Default Subject line text: Administrator Alert: Symantec Mail Security detected a message containing prohibited content
     - Default Message body text: Location of the message:%location%%n%Sender of the message:%sender%%n%Subject of the message:%subject%n%The message was %action%%n%This was done due to the following Symantec Mail Security settings: %n%Scan: %scan%n% Rule: %rule%nViolating term(s): %violatingterm%
   - **Notify internal sender**
     Click the down arrow, and then type your customized text in the Subject line box and the Message body box. The default Subject line and Message body texts are as follows:
     - Default Subject line text: Symantec Mail Security detected prohibited content in a message sent from your address
     - Default Message body text: Subject of the message: %subject%n%Recipient of the message: %recipient%
   - **Notify external sender**
     Click the down arrow, and then type your customized text in the Subject line box and the Message body box. The default Subject line and Message body texts are as follows:
Configuring rule actions

You can specify the action that you want Mail Security to take when a violation occurs.

Mail Security provides the following options for processing messages that trigger content filtering rule violations:

- Delete entire message
- Delete attachment/message body and replace with text
  - You can customize the replacement text.
- Quarantine entire message and replace with text
  - You can customize the replacement text.
- Quarantine attachment/message body and replace with text
  - You can customize the replacement text.
- Add tag to beginning of subject line
  - You can customize the text that you want to prepend the subject line. This rule action is not available if you apply the rule to the internal messages (store).
- Log only
  - See “About logging events” on page 190.

You can also configure Mail Security to add one or more X-headers to messages that violate the content filtering rule. Mail Security provides five default X-headers from which you can choose. Mail Security also lets you create your own X-headers. You can specify up to 25 X-headers for each violation.

See “About applying X-headers to messages for archiving” on page 111.
To configure rule actions to delete the message

1. In the console on the primary navigation bar, click Policies.

2. In the sidebar under Content Enforcement, click Content Filtering Rules.

3. Do one of the following:

   Create a rule In the sidebar under Tasks, click New rule.

   Modify an existing rule In the content area, double-click the rule that you want to edit.

4. On the Actions tab, in the When a violation occurs box, use the drop-down menu to select Delete entire message.

   The default setting is: Quarantine entire message and replace with text.

5. Do any of the following:

   - Configure the remaining components of the content filtering rule.
     See “Configuring the conditions of a content filtering rule” on page 116.
     See “Specifying the users and groups to which the rule applies” on page 117.
     See “Specifying who to notify if a content filtering rule is violated” on page 120.

   - Click OK and then click Deploy Changes.
     See “Deploying settings and changes to a server or group” on page 63.

To configure rule actions to delete the attachment and message body and replace with text

1. In the console on the primary navigation bar, click Policies.

2. In the sidebar under Content Enforcement, click Content Filtering Rules.

3. Do one of the following:

   Create a rule In the sidebar under Tasks, click New rule.

   Modify an existing rule In the content area, double-click the rule that you want to edit.

4. On the Actions tab, in the When a violation occurs box, use the drop-down menu to select Delete attachment/message body and replace with text.

   The default setting is: Quarantine entire message and replace with text.
5 In the **Replacement text** box, type your customized text.

The default text is: Symantec Mail Security replaced %attachment% with this text message. The original attachment content type was not allowed and was %action%.

See “Alert and notification variables” on page 226.

6 Check **Add X-header(s)** to add one or more X-headers to messages that trigger the violation, and then do any of the following:

<table>
<thead>
<tr>
<th>Add an existing X-header</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Click <strong>Add X-header</strong>.</td>
</tr>
<tr>
<td></td>
<td>• In the <strong>X-header name</strong> column, use the drop-down menu to select the X-header that you want to use. You can modify the existing X-header by clicking on the text and typing the new content.</td>
</tr>
<tr>
<td></td>
<td>• In the <strong>X-header value</strong> column, type the X-header value. You can type up to 127 characters. The following characters are not supported in X-header values: ~</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Create a new X-header</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Click <strong>Add X-header</strong>.</td>
</tr>
<tr>
<td></td>
<td>• In the <strong>X-header name</strong> box, type the name of the X-header. You can type up to 127 characters. The name must begin with &quot;x-&quot; or X-. The following characters are not supported in X-header names: . , ; &lt; &gt; : ? / ( ) [ ] @</td>
</tr>
<tr>
<td></td>
<td>• In the <strong>X-header value</strong> box, type the X-header value. You can type up to 127 characters. The following characters are not supported in X-header values: ~</td>
</tr>
</tbody>
</table>
Remove an existing X-header

Do the following:

- Select the X-header that you want to remove by clicking to the left of the **X-header name** column.
- Click **Delete X-header(s)**.

7 Do any of the following:

- Configure the remaining components of the content filtering rule.
  
  See “Configuring the conditions of a content filtering rule” on page 116.
  
  See “Specifying the users and groups to which the rule applies” on page 117.
  
  See “Specifying who to notify if a content filtering rule is violated” on page 120.

- Click **OK** and then click **Deploy Changes**.
  
  See “Deploying settings and changes to a server or group” on page 63.

To configure rule actions to quarantine entire message and replace with text

1 In the console on the primary navigation bar, click **Policies**.

2 In the sidebar under **Content Enforcement**, click **Content Filtering Rules**.

3 Do one of the following:

Create a rule

In the sidebar under **Tasks**, click **New rule**.

Modify an existing rule

In the content area, double-click the rule that you want to edit.

4 On the **Actions** tab, in the **When a violation occurs** box, ensure that **Quarantine entire message and replace with text** is selected.

This option is selected by default.

5 In the **Replacement text** box, type your customized text.

The default text is: Symantec Mail Security replaced %attachment% with this text message. The original attachment content type was not allowed and was %action%.

6 Check **Add X-header(s)** to add one or more X-headers to messages that trigger the violation, and then do any of the following:
Add an existing X-header
Do the following:
- Click Add X-header.
- In the X-header name column, use the drop-down menu to select the X-header that you want to use.
  You can modify the existing X-header by clicking on the text and typing the new content.
- In the X-header value column, type the X-header value.
  You can type up to 127 characters. The following characters are not supported in X-header values:
  ~ |

Create a new X-header
Do the following:
- Click Add X-header.
- In the X-header name box, type the name of the X-header.
  You can type up to 127 characters. The name must begin with "x-" or X-. The following characters are not supported in X-header names:
  , . ; < > : ? / = ( ) [ ] @ | ;~
- In the X-header value box, type the X-header value.
  You can type up to 127 characters. The following characters are not supported in X-header values:
  ~ |

Remove an existing X-header
Do the following:
- Select the X-header that you want to remove by clicking to the left of the X-header name column.
- Click Delete X-header(s).

7 Do any of the following:
- Configure the remaining components of the content filtering rule.
  See “Configuring the conditions of a content filtering rule” on page 116.
  See “Specifying the users and groups to which the rule applies” on page 117.
To configure rule actions to quarantine the attachment and message and replace with text

1. In the console on the primary navigation bar, click **Policies**.
2. In the sidebar under **Content Enforcement**, click **Content Filtering Rules**.
3. Do one of the following:
   - Create a rule: In the sidebar under **Tasks**, click **New rule**.
   - Modify an existing rule: In the content area, double-click the rule that you want to edit.

4. On the **Actions** tab, in the **When a violation occurs** box, select **Quarantine attachment/message body and replace with text**.
   The default setting is: Quarantine entire message and replace with text.

5. In the **Replacement text** box, type your customized text.
   The default text is: Symantec Mail Security replaced %attachment% with this text message. The original attachment content type was not allowed and was %action%.

6. Check **Add X-header(s)** to add one or more X-headers to messages that trigger the violation, and then do any of the following:
   - **Add an existing X-header**
     - Click **Add X-header**.
     - In the **X-header name** column, use the drop-down menu to select the X-header that you want to use.
     - You can modify the existing X-header by clicking on the text and typing the new content.
     - In the **X-header value** column, type the X-header value.
     - You can type up to 127 characters. The following characters are not supported in X-header values:
       ~ |
Create a new X-header
Do the following:

- Click Add X-header.
- In the X-header name box, type the name of the X-header. You can type up to 127 characters. The name must begin with "x-" or X-". The following characters are not supported in X-header names:

  , ; < > : ? / = ( ) [ ] @ | ;~

- In the X-header value box, type the X-header value. You can type up to 127 characters. The following characters are not supported in X-header values:

  ~ |}

Remove an existing X-header
Do the following:

- Select the X-header that you want to remove by clicking to the left of the X-header name column.
- Click Delete X-header(s).

7 Do any of the following:

- Configure the remaining components of the content filtering rule. See “Configuring the conditions of a content filtering rule” on page 116. See “Specifying the users and groups to which the rule applies” on page 117. See “Specifying who to notify if a content filtering rule is violated” on page 120.

- Click OK and then click Deploy Changes. See “Deploying settings and changes to a server or group” on page 63.

To configure rule actions to prepend the subject line

1 In the console on the primary navigation bar, click Policies.

2 In the sidebar under Content Enforcement, click Content Filtering Rules.

3 Do one of the following:

   Create a rule In the sidebar under Tasks, click New rule.

   Modify an existing rule In the content area, double-click the rule that you want to edit.
4 On the **Actions** tab, in the **When a violation occurs** box, use the drop-down menu to select **Add tag to beginning of subject line**.

The default setting is: Quarantine entire message and replace with text.

This rule action is not available if you apply the rule to the internal messages (store).

5 In the **Subject line tag** box, type the customized text that you want to prepend to the subject line.

The default text is: Content Violation:

6 Check **Add X-header(s)** to add one or more X-headers to messages that trigger the violation, and then do any of the following:

- **Add an existing X-header**
  - Do the following:
    - Click **Add X-header**.
    - In the **X-header name** column, use the drop-down menu to select the X-header that you want to use.
      You can modify the existing X-header by clicking on the text and typing the new content.
    - In the **X-header value** column, type the X-header value.
      You can type up to 127 characters. The following characters are not supported in X-header values:
      ~ |

- **Create a new X-header**
  - Do the following:
    - Click **Add X-header**.
    - In the **X-header name** box, type the name of the X-header.
      You can type up to 127 characters. The name must begin with "x-" or X-". The following characters are not supported in X-header names:
      . . ; < > : ? / = ( ) [ ] @ | ; ~
    - In the **X-header value** box, type the X-header value.
      You can type up to 127 characters. The following characters are not supported in X-header values:
      ~ |
Remove an existing X-header

Do the following:

- Select the X-header that you want to remove by clicking to the left of the X-header name column.
- Click Delete X-header(s).

7 Do any of the following:

- Configure the remaining components of the content filtering rule.
  See “Configuring the conditions of a content filtering rule” on page 116.
  See “Specifying the users and groups to which the rule applies” on page 117.
  See “Specifying who to notify if a content filtering rule is violated” on page 120.
- Click OK and then click Deploy Changes.
  See “Deploying settings and changes to a server or group” on page 63.

To configure rule actions to only log the event

1 In the console on the primary navigation bar, click Policies.
2 In the sidebar under Content Enforcement, click Content Filtering Rules.
3 Do one of the following:

   Create a rule In the sidebar under Tasks, click New rule.

   Modify an existing rule In the content area, double-click the rule that you want to edit.

4 On the Actions tab, in the When a violation occurs box, use the drop-down menu to select Log only.

   See “About logging events” on page 190.

   The default setting is: Quarantine entire message and replace with text.

5 Check Add X-header(s) to add one or more X-headers to messages that trigger the violation, and then do any of the following:
Add an existing X-header
Do the following:
- Click **Add X-header**.
- In the **X-header name** column, use the drop-down menu to select the X-header that you want to use.
  You can modify the existing X-header by clicking on the text and typing the new content.
- In the **X-header value** column, type the X-header value.
  You can type up to 127 characters. The following characters are not supported in X-header values:
  ~ |

Create a new X-header
Do the following:
- Click **Add X-header**.
- In the **X-header name** box, type the name of the X-header.
  You can type up to 127 characters. The name must begin with "x-" or X-. The following characters are not supported in X-header names:
  , ; < > : ? / = ( ) [ ] @ | ~
- In the **X-header value** box, type the X-header value.
  You can type up to 127 characters. The following characters are not supported in X-header values:
  ~ |

Remove an existing X-header
Do the following:
- Select the X-header that you want to remove by clicking to the left of the **X-header name** column.
- Click **Delete X-header(s)**.

6 Do any of the following:
- Configure the remaining components of the content filtering rule.
  See “Configuring the conditions of a content filtering rule” on page 116.
  See “Specifying the users and groups to which the rule applies” on page 117.
Elements of a content filtering rule

Table 8-3 describes the rule elements that you can configure on the content filtering rule tab.

<table>
<thead>
<tr>
<th>Rule condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Lets you provide a unique name for the content filtering rule that you can easily identify in the list of rules and in reports in the event log.</td>
</tr>
<tr>
<td>Description</td>
<td>Lets you provide a unique description for the content filtering rule. The description should provide enough detail to remind you what the rule is configured to detect.</td>
</tr>
</tbody>
</table>
### Table 8-3: Elements of a content filtering rule (continued)

<table>
<thead>
<tr>
<th>Rule condition</th>
<th>Description</th>
</tr>
</thead>
</table>
| Message part to scan   | Lets you specify the part of the email message that you want Mail Security to scan for violations. Use the **Message part to scan** drop-down list to choose from the following message parts:  
  - Message Body  
  - Subject  
  - Sender  
  - Attachment Name  
  - Attachment Content  
  - Any Part  
  *Note:* When the message part to scan is **Attachment Name**, Mail Security does not evaluate the file names that are inside a container file. For example, the compressed files in a .zip file.  
  See “About outbreak management” on page 180.  
  See “What you can do with content filtering rules” on page 137.  
  See “About creating a content filtering rule” on page 116. |
| Apply rule to          | Lets you specify the messages to which you want the rule to apply. You can choose to apply the rule to any combination of inbound, outbound, or internal messages. You must select at least one of these options.  
  The default setting is Internal messages.  
  The **Apply rule to** element only applies to Auto-Protect scanning. Manual and scheduled scans automatically scan internal messages.  
  See “Specifying inbound SMTP domains” on page 140. |
Table 8-3  Elements of a content filtering rule (continued)

<table>
<thead>
<tr>
<th>Rule condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match type</td>
<td>Lets you determine how words and phrases in the Content list and Unless list are interpreted.</td>
</tr>
</tbody>
</table>

**Note:** The content filtering rule **Match type** element does not determine how the match lists that you use in the **Content** list and **Unless** list are interpreted. A match list can have a different match type than the content filtering rule. See “About match lists” on page 149.

The **Match Type** options are as follows:

- **Literal string:** Matches the exact text in the **Content** and **Unless** lists
- **Regular expression:** Matches the patterns of text using symbols and syntactic elements
  See “About regular expressions” on page 156.
- **Wild cards:** Specifies the file names using wild card-style expressions
  See “About DOS wildcard style expressions” on page 155.

<table>
<thead>
<tr>
<th>Options</th>
<th>Lets you select from the following match options:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Whole term:</strong> Applies the rule only if the exact term in the <strong>Content</strong> list and <strong>Unless</strong> list or match list is found.</td>
</tr>
<tr>
<td></td>
<td><strong>Case:</strong> Applies the rule only if the exact term is in the same case as in the <strong>Content</strong> list and <strong>Unless</strong> list or in the match list. For example, if you type ACME in the <strong>Content</strong> list, a message that contains the word Acme does not trigger a violation.</td>
</tr>
</tbody>
</table>

Content Pane
Table 8-3  Elements of a content filtering rule (continued)

<table>
<thead>
<tr>
<th>Rule condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contains</td>
<td>Lets you specify the Contains condition for a content filtering rule. The Contains conditions are as follows:</td>
</tr>
<tr>
<td></td>
<td>■ Contains: The message part to scan contains the terms in the Content list.</td>
</tr>
<tr>
<td></td>
<td>■ Does not contain: The message part to scan does not contain the terms in the Content list.</td>
</tr>
<tr>
<td></td>
<td>■ Equals: The message part to scan equals the terms in the Content list.</td>
</tr>
<tr>
<td></td>
<td>■ Does not equal: The message part to scan does not equal the terms in the Content list.</td>
</tr>
<tr>
<td></td>
<td>The Equals and Does not equal options only apply to the Subject, Sender, and Attachment Name message parts.</td>
</tr>
<tr>
<td>Add match list</td>
<td>Lets you specify a match list to use in your content filtering rule. You can also create a new match list or edit an existing match list.</td>
</tr>
<tr>
<td></td>
<td>Using a match list in content filtering rule is optional. See “About match lists” on page 149.</td>
</tr>
<tr>
<td>Match any term</td>
<td>Lets you evaluate the specified message part for any term that is contained in the Content list.</td>
</tr>
<tr>
<td></td>
<td>For example, assume that the Content list contains the terms: free, confidential, and money. If Mail Security detects any one of these terms</td>
</tr>
<tr>
<td></td>
<td>in the specified message part, it triggers a violation.</td>
</tr>
<tr>
<td>Match all terms</td>
<td>Lets you evaluate the specified message part for all of the terms that are contained in the Content list.</td>
</tr>
<tr>
<td></td>
<td>The Match all terms option is only available to use with the terms in the Content list.</td>
</tr>
<tr>
<td></td>
<td>For example, assume that the Content list contains the terms: free, confidential, and money. Mail Security must detect all of these terms</td>
</tr>
<tr>
<td></td>
<td>in the specified message part to trigger a violation.</td>
</tr>
<tr>
<td></td>
<td>The Match all terms option is not available when the message part to scan is Any Part.</td>
</tr>
</tbody>
</table>
Table 8-3  Elements of a content filtering rule *(continued)*

<table>
<thead>
<tr>
<th>Rule condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template</td>
<td>Lets you add a template to your content filtering rule. You can edit an existing template but cannot create a new template or delete an existing one. You can add a single template to a content filtering rule. Using a template in a content filtering rule is optional. See “About content filtering policy templates” on page 160.</td>
</tr>
<tr>
<td>Content list</td>
<td>Lets you specify the words or phrases for which you want to evaluate the specified message parts. The format of the terms that you type in the Content list should mirror that of the match type that you select. For example, if you select literal string from the match type list, format your Content list entries as literal strings.</td>
</tr>
<tr>
<td>Attachment size is</td>
<td>Lets you specify Attachment size is as a condition of the content filtering rule. The Attachment size is option can be applied to all message parts to scan, except message body. You can also use Attachment size is by itself if you want Mail Security to detect attachments of a certain size. When you select the sender or subject message parts and the Match any term or Match all terms conditions, the rule action is applied to the message or the attachment based on the violation that is detected. For example, assume that you have specified Sender, chosen the Match any term condition, and specified the Attachment size is as = 2MB. Since Mail Security scans messages in parts, if there is a Sender match, dispositions are applied to the message body and the attachment. If the attachment size is the only match, the disposition only applies to the attachment. Assume for the same example that you change the condition to Match all terms. Mail Security applies a disposition to the attachment only if it detects all of the terms in the Content list AND the specified attachment size.</td>
</tr>
</tbody>
</table>

Unless Pane
### Table 8-3  Elements of a content filtering rule (continued)

<table>
<thead>
<tr>
<th>Rule condition</th>
<th>Description</th>
</tr>
</thead>
</table>
| Contains       | Lets you specify the Contains condition for a content filtering rule. The Contains conditions are as follows:  
- Contains: The message part to scan contains the terms in the **Unless** list.  
- Does not contain: The message part to scan does not contain the terms in the **Unless** list.  
- Equals: The message part to scan equals the terms in the **Unless** list.  
- Does not equal: The message part to scan does not equal the terms in the **Unless** list.  

  The **Equals** and **Does not equal** options apply only to the Subject, Sender, and Attachment Name message parts. |
| Add match list | Lets you specify a match list to use in your content filtering rule Unless condition. You can also create a new match list or edit an existing match list. Using a match list is optional. See “About match lists” on page 149. |
| Unless list    | Lets you create exceptions to content filtering rules. You can add words and phrases to the Unless list which Mail Security evaluates as exceptions to the content filtering rule.  
All entries in the Unless list are automatically designated with the **Match any term** (OR condition) option.  

  The format of the terms that you type in the Unless list should mirror that of the match type that you select. For example, if you select Literal string from the Match Type menu, you should format your Unless list entries as literal strings. |
Table 8-3  Elements of a content filtering rule (continued)

<table>
<thead>
<tr>
<th>Rule condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or attachment size</td>
<td>Lets you specify Attachment size is as a condition of the content filtering rule. The Attachment size is option can be applied to all message parts to scan, except message body. You can also use Attachment size is by itself if you want Mail Security to detect attachments of a certain size. When you select the sender or subject message parts, the rule action is applied to the message or the attachment based on the violation that is detected. (All Unless conditions are applied as OR conditions between the message part and the attachment.) And the Match any term condition always applies to all Unless conditions. For example, assume that you have specified Sender and specified the Attachment size is as = 2MB. Since Mail Security scans messages in parts, if there is a Sender match, dispositions are applied to the message body and the attachment because &quot;Match any term&quot; makes this rule an OR condition. However, if the attachment size is the only match, the disposition only applies to the attachment.</td>
</tr>
</tbody>
</table>

What you can do with content filtering rules

The following describes the tasks that you can perform with content filtering rules:

- Enabling or disabling content filtering for Auto-Protect scanning
- Prioritizing content filtering rules
- Deleting a content filtering rule
- Specifying inbound SMTP domains
- Refreshing the Active Directory group cache

Enabling or disabling content filtering for Auto-Protect scanning

You can enable or disable content filtering for Auto-Protect scanning on the Content Filtering Rules page. You can enable or disable content filtering for manual and scheduled scans when you configure those scans.

See “About manual scans” on page 167.
See “About scheduling a scan” on page 172.
To enable or disable content filtering for Auto-Protect scanning

1. In the console on the primary navigation bar, click Policies.

2. In the sidebar under Content Enforcement, click Content Filtering Rules.

3. In the content area under Content Filtering Rules, do one of the following:
   - Check Enable content filtering to enable content filtering for Auto-Protect scanning.
   - Uncheck Enable content filtering to disable content filtering for Auto-Protect scanning.

4. On the toolbar, click Deploy changes to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

Prioritizing content filtering rules

Mail Security evaluates messages using all of the content filtering rules that you enable. By default, Mail Security applies rules in the order in which you enable them. For example, if you enable the Sample Executable File rule and then enable the Quarantined Triggered Subjects rule, Mail Security priorities the Sample Executable File rule first. However, you can specify the order in which you want Mail Security to apply the rules.

If a message violates more than one rule, Mail Security applies the most severe disposition of the rules that were violated to ensure that your environment maintains the highest level of protection.

The severity levels, from most severe to least severe, are as follows:

- Delete entire message
- Delete attachment/message body and replace with text
- Quarantine entire message and replace with text
- Quarantine attachment/message body and replace with text
- Add tag to beginning of subject line
- Log only

For example, assume that you have two content filtering rules enabled: Rule A and Rule B. Rule A is the higher priority, and the rule action is “Log only.” Rule B is the lower priority, and the rule action is to “Delete entire message.” A message that violates both rules is deleted.

If the message violates more than one rule and all of the rules have the same disposition, Mail Security uses the prioritization categorization to determine which rule action to apply.
For example, assume that you have two content filtering rules enabled: Rule C and Rule D. Rule C is the higher priority, the rule action is “Add tag to the beginning of subject line,” and your customized text is "Spam." Rule D is the lower priority, the rule action is “Add tag to the beginning of subject line,” and your customized text is "Prohibited content." A message that violates both rules will have the subject line prepended with "Spam."

The rule order does not change in the Content filtering rules table. You can only view and modify rule prioritization in the Rule prioritization window.

To prioritize content filtering rules

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Content Enforcement, click Content Filtering Rules.
3. In the sidebar under Tasks, click Prioritize rules.

More than one rule must be enabled to prioritize rules.

4. In the Rule prioritization window, click a rule to select it.
5. Click Move up or Move down until the rule is at the priority that you want.

Rules are prioritized from top to bottom, with the top being the highest priority.

6. Click OK.
7. On the toolbar, click Deploy changes to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

Deleting a content filtering rule

Delete a content filtering rule when it is no longer needed.

To delete a content filtering rule

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Content Enforcement, click Content Filtering Rules.
3. In the content area, in the Content filtering rules table, select the rule that you want to delete.
4. In the sidebar under Tasks, click Delete rule.
5. In the confirmation dialog box, click OK.
6. On the toolbar, click Deploy changes to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.
Specifying inbound SMTP domains

By default, content filtering rules for inbound SMTP messages apply to messages that have at least one recipient who has a mailbox in the Exchange organization. Rules for outbound SMTP messages apply to messages that have at least one recipient that does not have a mailbox in the Exchange organization.

You can modify these settings by specifying the domains that your organization considers local. By adding a domain to the domain list, emails with recipients for that domain are considered local, even if they do not have local mailboxes.

Note: A single message can be considered both inbound and outbound. In this case, both inbound and outbound rules are applied to the message.

To specify inbound SMTP domains

1. In the console on the primary navigation bar, click Admin.
2. In the sidebar under Views, click System Settings.
3. In the content area, under System Settings, check Enable list of internal domains.
4. In the List of internal domains box, type the domain or domains that define which email message domains are inbound.
   Type only one domain per line.
5. On the toolbar, click Deploy changes to apply your changes.

   See “Deploying settings and changes to a server or group” on page 63.

Refreshing the Active Directory group cache

Mail Security does not refresh the Active Directory group cache when you create or edit a content filtering rule. Mail Security automatically updates the cache upon startup and at 1:00 A.M. in the time zone to which your computer clock is set. You should manually update the cache if you modify the users in an Active Directory group that is used in a content filtering rule. You should also manually update the cache if you create a content filtering rule that applies to the Active Directory group Executives.

For example, you create a content filtering rule that applies to the Active Directory group Executives and deploy your changes. Then you add a user to the Executives group. After you deploy your changes, you should update the Active Directory group cache so that the rule applies to the user that you added to the group.

You must have access to Active Directory or be logged onto a client in the Active Directory domain to update the Active Directory group cache.
To refresh the Active Directory group cache

1. In the console on the primary navigation bar, click **Policies**.
2. In the sidebar under **Content Enforcement**, click **Content Filtering Rules**.
3. In the sidebar under **Tasks**, click **Update Active Directory groups cache now**.
4. In the **Operation Status** window, click **Close** when the operation is complete.

See “What you can do with content filtering rules” on page 137.

About enforcing email attachment policies

Mail Security contains the following default rules that enforce email attachment policies:

**File Name Rule**
- Lets you filter attachments by file name
- See “Blocking attachments by file name” on page 141.

**Multimedia File Rule**
- Lets you block certain multimedia files, such as video and music files
- See “Configuring multimedia file detection” on page 145.

**Executable File Rule**
- Lets you block executable files
- See “Configuring executable file detection” on page 147.

Blocking attachments by file name

You can filter attachments by file name to protect your network during an outbreak. For example, in the case of a new email-borne threat, if you know the file name of the infected attachment, you can use this information to block any infected email messages.

You can configure Mail Security to match words and phrases that are in a match list against the names of files. Names of both non-container files (individual files without embedded files) and container files (files with embedded files) are examined.

The prohibited file is blocked if Mail Security detects a match. The entire container file is blocked if the prohibited file is within a container file.

For example, if an incoming .zip file named sample.zip contains three executable files (a.exe, b.doc, and c.bat), sample.zip is blocked if any of the following occurs:

- The match list contains one of the literal strings: sample.zip, a.exe, b.doc, or c.bat
The match list contains one of the DOS wildcard expressions: *.zip, *.exe, *.doc, or *.bat

The match list contains one of the regular expressions: sample\.\w{3}, a\.\w{3}, b\.\w{3}, or c\.\w{3}

See “About match lists” on page 149.

To block attachments by file name, do the following:

- Enable the File Name Rule.
- Select the match list that contains the file name attachments that you want detected. You can create or modify match lists when you modify the File Name Rule.
  
  You can only select one match list.
- Specify the action to take if a violation is detected, who to notify of the violation, and the notification message text.

To enable the File Name Rule

1. In the console, on the primary navigation bar, click **Policies**.
2. In the sidebar, under Content Enforcement, click **File Filtering Rules**.
3. In the content area, in the File Filtering Rules table, on the File Name Rule row, click the box under the Status column, and then click **Enabled** from the drop-down menu.

   This rule is disabled by default.

To bypass scanning of container files

1. In the console, on the primary navigation bar, click **Policies**.
2. In the sidebar, under Content Enforcement, click **File Filtering Rules**.
3. In the content area, in the File Name Rule, select the **Bypass scanning of container file(s)** check box to bypass contents of container files without scanning. However, other filtering rules and AV scanning are applicable to the contents of the container.

   This option is not selected by default.

To select an existing match list that does not need to be modified

1. In the console, on the primary navigation bar, click **Policies**.
2. In the sidebar under Content Enforcement, click **File Filtering Rules**.
3. In the File Filtering Rules table, select the rule that you want to modify.
In the File Filtering Rules preview pane, beside Match list for prohibited file names, click **Select**.

In the Select a match list window, in the Name table, select the match list, and then click **Select**.

**To create a match list or modify an existing match list**

1. In the File Filtering Rules table, select the rule that you want to modify.
2. In the console, on the primary navigation bar, click **Policies**.
3. In the sidebar under Content Enforcement, click **File Filtering Rules**.
4. In the File Filtering Rules table, select the rule that you want to modify.
5. In the File Filtering Rules preview pane, beside Match list for prohibited file names, click **Select**.
6. In the Select a match list window, do one of the following:
   - To modify an existing match list, select the match list, and on the toolbar, click **Edit match list**.
   - To create a new match list, on the toolbar, click **New match list**.
     
     See “About match lists” on page 149.
7. Under Filter, type the file attachment names, one per line, that you want to add to the match list.
8. Click **OK**.
9. In the Select a match list window, click **Select** to select the match list that you just created or modified.

**To specify the action to take if a file filtering rule violation is detected**

1. In the console, on the primary navigation bar, click **Policies**.
2. In the sidebar under Content Enforcement, click **File Filtering Rules**.
3. In the File Filtering Rules table, select the rule that you want to modify.
4. In the File Filtering Rules preview pane, in the Action to take list, use the drop-down menu to select one of the following:
   - Delete entire message
   - Delete attachment/message body and replace with text
   - Quarantine entire message and replace with text
   - Quarantine attachment/message body and replace with text
   - Log only

The default setting is: Quarantine entire message and replace with text.
5 In the Replacement text box, type your customized message if you are replacing the message or attachment body with a text message.

The default text is: Symantec Mail Security replaced %attachment% with this text message. The original file contained %violation% and was %action%.

See “Alert and notification variables” on page 226.

6 Check one or more of the following to send email notifications about the detection:

- Notify administrators
  Click the down arrow, and then type your customized text in the Subject line box and the Message body box.
  The default Subject line and Message body text is as follows:
  - Default Subject line text: Administrator Alert: Symantec Mail Security detected a message containing prohibited attachment
  - Default Message body text: Location of the message: %location% Sender of the message: %sender% Subject of the message: %subject% The attachment(s) "%attachment%" and/or the message was %action%.
  This was done due to the following Symantec Mail Security settings:
  Scan: %scan% Rule: %rule%

- Notify internal sender
  Click the down arrow, and then type your customized text in the Subject line box and the Message body box. The default Subject line and Message body text is as follows:
  - Default Subject line text: Symantec Mail Security detected a prohibited attachment in a message sent from your address
  - Default Message body text: Subject of the message: %subject% Recipient of the message: %recipient%

- Notify external sender
  Click the down arrow, and then type your customized text in the Subject line box and the Message body box. The default Subject line and Message body text is as follows:
  - Default Subject line text: Symantec Mail Security detected a prohibited attachment in a message sent from your address
  - Default Message body text: Subject of the message: %subject% Recipient of the message: %recipient%

See “Alert and notification variables” on page 226.

7 On the toolbar, click **Deploy changes** to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.
Configuring multimedia file detection

Your organization might want to prohibit users from receiving the email messages that contain multimedia file attachments, such as music and video files. When you enable the Multimedia File Rule, Mail Security detects the supported file extensions and types and takes the actions that you specify. Mail Security can determine if a file is a true multimedia file by analyzing the file contents, rather than looking at the file name extension. Blocking multimedia file attachments not only helps your organization enforce content policies, it also conserves scanning and file storage resources.

**Note:** Mail Security can determine the true file type of a well-formed binary file. The true file type of a binary file variant cannot always be accurately determined.

*Table 8-4* lists the multimedia file types that Mail Security supports (this list cannot be modified).

**Table 8-4** Supported multimedia file types

<table>
<thead>
<tr>
<th>File type</th>
<th>File extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amiga MED/OctaMED Tracker Module Sound File</td>
<td>*.MED</td>
</tr>
<tr>
<td>AU Audio File, Audacity Audio Block</td>
<td>*.AU</td>
</tr>
<tr>
<td>Audio Interchange File</td>
<td>*.AIFF, *.AIFC, *.AIF</td>
</tr>
<tr>
<td>Audio Video Interleave File</td>
<td>*.AVI</td>
</tr>
<tr>
<td>Impulse Tracker Music Module</td>
<td>*.IT</td>
</tr>
<tr>
<td>MPEG AlbumWrap Wrapped Music File Archive</td>
<td>*.MP3, *.MP4</td>
</tr>
<tr>
<td>MPEG Movie Clip, MPEG-4 Audio Layer File</td>
<td>*.MPEG</td>
</tr>
<tr>
<td>MultiTracker Music Module</td>
<td>*.MTM</td>
</tr>
<tr>
<td>Musical Instrument Digital Interface</td>
<td>*.MIDI</td>
</tr>
<tr>
<td>MusicEase Audio File</td>
<td>*.MEZ</td>
</tr>
<tr>
<td>QuickTime Video Clip</td>
<td>*.QT, *.MOV</td>
</tr>
<tr>
<td>RealMedia File</td>
<td>*.RA</td>
</tr>
<tr>
<td>OGG Vorbis Codec Compressed WAV File</td>
<td>*.OGG</td>
</tr>
<tr>
<td>Scream Tracker Music Interface Kit Song/Module</td>
<td>*.STX</td>
</tr>
</tbody>
</table>
Table 8-4  Supported multimedia file types (continued)

<table>
<thead>
<tr>
<th>File type</th>
<th>File extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>ScreamTracker v3 Sound File</td>
<td>*.S3M</td>
</tr>
<tr>
<td>Shock Wave Flash</td>
<td>*.SWF</td>
</tr>
<tr>
<td>Shorten Audio Compression File</td>
<td>*.SHN</td>
</tr>
<tr>
<td>Waveform Audio</td>
<td>*.WAV</td>
</tr>
<tr>
<td>Windows Media File</td>
<td>*.WMV</td>
</tr>
</tbody>
</table>

To configure multimedia file detection

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Content Enforcement, click File Filtering Rules.
3. In the content area, in the File Filtering Rules table, click Multimedia File Rule.
4. In the content area, in the File Filtering Rules table, on the Multimedia File Rule row, click the box under the Status column, and then use the drop-down menu to select Enabled.

   This rule is disabled by default.

5. In the preview pane, in the Action to take list, use the drop-down menu to select one of the following to specify the action to take when a multimedia file is detected:
   - Delete entire message
   - Delete attachment/message body and replace with text
   - Quarantine entire message and replace with text
   - Quarantine attachment/message body and replace with text
   - Log only

   The default setting is: Quarantine entire message and replace with text.

6. In the Replacement text box, type your customized message if you want to replace the message or the attachment body with a text message.

   The default text is: Symantec Mail Security replaced %attachment% with this text message. The original file contained %violation% and was %action%.

See “Alert and notification variables” on page 226.
Check one or more of the following to send email notifications about the detection:

- Notify administrators
  Click the down arrow and then type your customized text in the **Subject line** box and the **Message body** box.
  The default subject line and message body text is as follows:
  - Default subject line text: Administrator Alert: Symantec Mail Security detected a message containing prohibited attachment
  - Default message body text: Symantec Mail Security replaced %attachment% with this text message. The original file contained %violation% and was %action%

- Notify internal sender
  Click the down arrow and then type your customized text in the **Subject line** box and the **Message body** box.
  The default subject line and message body text is as follows:
  - Default subject line text: Symantec Mail Security detected a prohibited attachment in a message sent from your address
  - Default message body text: Subject of the message: %subject%
    Recipient of the message: %recipient%

- Notify external sender
  Click the down arrow and then type your customized text in the **Subject line** box and the **Message body** box.
  The default subject line and message body text is as follows:
  - Default subject line text: Symantec Mail Security detected a prohibited attachment in a message sent from your address
  - Default message body text: Subject of the message: %subject%
    Recipient of the message: %recipient%
  See “Alert and notification variables” on page 226.

On the toolbar, click **Deploy changes** to apply your changes.
See “Deploying settings and changes to a server or group” on page 63.

**Configuring executable file detection**

Risks can be found in the file types that contain executable code. You can enhance threat detection by identifying executable files. When you enable the Executable File Rule, Mail Security detects executable files and takes the actions that you specify. Mail Security determines if a file is a true executable file by analyzing the file contents, rather than looking at the file name extension.
Note: Mail Security can determine the true file type of a well-formed binary file. The true file type of a binary file variant cannot always be accurately determined.

The Executable File Rule recognizes the following executables:

- MSDOS/Windows *.exe files
- MSDOS/Windows object library files
- MSDOS/Windows programs
- MSDOS device drivers

To configure executable file detection

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Content Enforcement, click File Filtering Rules.
3. In the content area, in the File Filtering Rules table, on the Executable File Rule row, click the box under the Status column, and use the drop-down menu to select Enabled.
   This rule is enabled by default.
4. In the preview pane, in the Action to take list, use the drop-down menu to select one of the following to specify the action to take when an executable file is detected:
   - Delete entire message
   - Delete attachment/message body and replace with text
   - Quarantine entire message and replace with text
   - Quarantine attachment/message body and replace with text
   - Log only
   The default setting is: Quarantine entire message and replace with text.
5. In the Replacement text box, type your customized message if you want to replace the message or the attachment body with a text message.
   The default text is: Symantec Mail Security replaced %attachment% with this text message. The original file contained %violation% and was %action%.
   See “Alert and notification variables” on page 226.
6. To send email notifications about the detection, check one or more of the following:
   - Notify administrators
Click the down arrow and type your customized text in the **Subject line** box and the **Message body** box. The default subject line and message body text is as follows:

- Default subject line text: Administrator Alert: Symantec Mail Security detected a message containing prohibited attachment
- Default message body text: Location of the message: %location% Sender of the message: %sender% Subject of the message: %subject% The attachment(s) "%attachment" and/or the message was %action%. This was done due to the following Symantec Mail Security settings: Scan %scan% Rule: %rule%

- Notify internal sender
  Click the down arrow and type your customized text in the **Subject line** box and the **Message body** box. The default subject line and message body text is as follows:
  - Default subject line text: Symantec Mail Security detected a prohibited attachment in a message sent from your address
  - Default message body text: Subject of the message: %subject% Recipient of the message %recipient%

- Notify external sender
  Click the down arrow and type your customized text in the **Subject line** box and the **Message body** box. The default subject line and message body text is as follows:
  - Default subject line text: Symantec Mail Security detected a prohibited attachment in a message sent from your address
  - Default message body text: Subject of the message %subject% Recipient of the message %recipient%

  See “Alert and notification variables” on page 226.

7 On the toolbar, click **Deploy changes** to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

**About match lists**

Mail Security uses match lists to filter email messages and attachments for specific words, terms, and phrases. To implement a match list, you must associate it with a content filtering rule or file filtering rule. When the rule is applied to scan messages, it also scans for the terms in the match list.

See “About regular expressions” on page 156.
See “About DOS wildcard style expressions” on page 155.

**Note:** The preconfigured match lists are designed to be used with content filtering rules. However, you can modify and use the preconfigured match lists with the File Name Rule file filtering rule.

Table 8-5 lists the preconfigured match lists that Mail Security provides.

<table>
<thead>
<tr>
<th>Match list name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outbreak Triggered Attachment Names</td>
<td>When you enable outbreak management, Mail Security adds the names of outbreak-triggered attachments to the Outbreak Triggered Attachment Names match list. You can use this match list with the Quarantine Triggered Attachment Names content filtering rule. This rule lets you automatically quarantine files with the attachment names that are found in the Outbreak Triggered Attachment Names match list. You can edit the rule description and the text in the Filter box. Leave the match type as wild cards. <strong>Note:</strong> The preconfigured match lists are designed to be used with content filtering rules. However, you can modify and use the preconfigured match lists with the File Name Rule file filtering rule. See “Configuring outbreak triggers” on page 184.</td>
</tr>
<tr>
<td>Outbreak Triggered Subject Lines</td>
<td>When you enable outbreak management, Mail Security adds the names of outbreak-triggered subject lines to the Outbreak Triggered Subject Lines match list. You can use this match list with the Quarantine Triggered Subjects content filtering rule. This rule lets you automatically quarantine files with the subject line text that is found in the Outbreak Triggered Subject Lines match list. You can edit the rule description and the text in the Filter box. Leave the match type as literal. <strong>Note:</strong> The preconfigured match lists are designed to use with content filtering rules. However, you can modify and use the preconfigured match lists with the File Name Rule file filtering rule. See “Configuring outbreak triggers” on page 184.</td>
</tr>
<tr>
<td>Match list name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sample Attachment Name</td>
<td>This match list contains a list of attachment file names or extensions that might contain malicious code. You can edit the rule description and add or remove file extensions in the Filter box. Leave the match type as wild cards.</td>
</tr>
<tr>
<td>Sample Executable File Names</td>
<td>This list contains the file names or extensions that can potentially execute malicious code. Leave the match type as wild cards.</td>
</tr>
<tr>
<td>Sample Message Body Words</td>
<td>This list contains keywords and phrases typically found in the bodies of spam email messages. You can edit the rule description, add, or remove keywords and phrases in the Filter box, and modify the match type. The default match type is literal.</td>
</tr>
<tr>
<td>Sample Multimedia File Names</td>
<td>This list contains file names or extensions of multimedia files. Leave the match type as wild cards.</td>
</tr>
<tr>
<td>Sample Subject Line</td>
<td>This list contains keywords and phrases typically found in spam email message subject lines. You can edit the rule description, add, or remove keywords and phrases in the Filter box, and modify the match type. The default match type is literal.</td>
</tr>
<tr>
<td>Canadian Social Insurance Keywords</td>
<td>This match list contains the keywords that indicate a Canadian social insurance number. The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>Canadian Social Insurance Numbers</td>
<td>This match list contains a pattern that indicates a Canadian social insurance number. The default match type is regular expression.</td>
</tr>
<tr>
<td>Credit Card Number Keywords</td>
<td>This match list contains the keywords that are associated with a credit card number. The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>Credit Card Number Pattern</td>
<td>This match list contains a pattern that indicates a credit card number. The default match type is regular expression.</td>
</tr>
</tbody>
</table>
### Table 8-5 Preconfigured match lists (continued)

<table>
<thead>
<tr>
<th>Match list name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M and A Project Code Names</td>
<td>This match list contains the keywords that can help you identify information or communication about upcoming merger and acquisition activity. For example, MergerProjectName. The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>Sensitive Project Code Names</td>
<td>This match list contains sensitive project code names. The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>SWIFT Code Keywords</td>
<td>This match list contains the keywords that are associated with Society for Worldwide Interbank Financial Telecommunication (SWIFT) codes. The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>SWIFT Code Regex</td>
<td>This match list contains a pattern that indicates a SWIFT Code. The default match type is regular expression.</td>
</tr>
<tr>
<td>UK Drivers Licence Numbers Pattern1</td>
<td>This match list contains a pattern that indicates a UK drivers licence number. The default match type is regular expression.</td>
</tr>
<tr>
<td>UK Drivers Licence Numbers Pattern2</td>
<td>This match list contains another pattern that indicates a UK drivers licence number. The default match type is regular expression.</td>
</tr>
<tr>
<td>UK Electoral Roll Numbers Keywords</td>
<td>This match list contains the keywords that indicate a UK electoral roll number. The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>UK Electoral Roll Numbers Pattern</td>
<td>This match list contains a pattern that indicates a UK electoral roll number. The default match type is regular expression.</td>
</tr>
<tr>
<td>UK Keywords</td>
<td>This match list contains the keywords that indicate UK-related information. The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>UK NIN Keywords</td>
<td>This match list contains the keywords that indicate a UK national insurance number. The default match type is wild cards. You can add or remove keywords in the Filter box.</td>
</tr>
</tbody>
</table>
Table 8-5  Preconfigured match lists (continued)

<table>
<thead>
<tr>
<th>Match list name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK NIN Pattern</td>
<td>This match list contains a pattern that indicates a UK national insurance number. The default match type is regular expression.</td>
</tr>
<tr>
<td>UK Passport Keywords</td>
<td>This match list contains the keywords that indicate a UK passport number. The default match type is wild cards. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>UK Passport Pattern (New)</td>
<td>This match list contains a pattern that indicates a UK passport number. The default match type is regular expression.</td>
</tr>
<tr>
<td>UK Passport Pattern (Old)</td>
<td>This match list contains another pattern that indicates a UK passport number. The default match type is regular expression.</td>
</tr>
<tr>
<td>UK Tax ID Number Keywords</td>
<td>This match list contains the keywords that indicate a UK tax ID number. The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>UK Tax ID Number Pattern</td>
<td>This match list contains another pattern that indicates a UK tax ID number. The default match type is regular expression.</td>
</tr>
<tr>
<td>US ITIN Keywords</td>
<td>This match list contains the keywords that indicate a US individual taxpayer identification number (ITIN). The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>US ITIN Pattern</td>
<td>This match list contains a pattern that indicates a US individual taxpayer identification number. The default match type is regular expression.</td>
</tr>
<tr>
<td>IP Address Pattern</td>
<td>This match list contains a pattern that indicates an IP address. The default match type is regular expression.</td>
</tr>
<tr>
<td>US SSN Keywords</td>
<td>This match list contains the keywords that indicate a US individual social security number (SSN). The default match type is literal. You can add or remove keywords in the Filter box.</td>
</tr>
<tr>
<td>US SSN Patterns</td>
<td>This match list contains another pattern that indicates a US individual social security number. The default match type is regular expression.</td>
</tr>
</tbody>
</table>
Creating or editing a match list

Mail Security provides some preconfigured match lists that you can use with content filtering rules and the File Name Rule file filtering rule. You can also create your own match list or modify an existing match list. Match lists support literal strings, DOS wildcard-style expressions, or regular expressions.

See “About match lists” on page 149.

To create or edit a match list

1. In the console on the primary navigation bar, click **Policies**.
2. In the sidebar under **Content Enforcement**, click **Match Lists**.
3. Do one of the following:

   - Create a match list: In the sidebar under **Tasks**, click **New match list**.
   - Edit an existing match list: In the content area under **Match Lists**, select the list that you want to edit, and then in the sidebar under **Tasks**, click **Edit match list**.

4. In the **New Match List** window, in the **Title** box, type a name for the match list.

   You can only configure the title when you create a new match list.

5. In the **Description** box, type a description for the match list.

6. In the **Match Type** box, select one of the following:
   - **Literal string**
   - **Regular expression**
     See “About regular expressions” on page 156.
   - **Wild cards**
     See “About DOS wildcard style expressions” on page 155.
     The match type you select is specific for a match list. The match type that you choose when you add or edit a rule does not affect a match list.

7. In the **Filter** box, type a literal string, regular expression, or DOS wildcard-style expression.

   Enter one expression per line. You can link several regular expressions to form a larger one to match certain content in email.
8 Click **OK**.
9 On the toolbar, click **Deploy changes** to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

**Deleting a match list**

You can delete only those match lists that are not used in any content filtering or file filtering rules or any content filtering policy templates.

See “**About match lists**” on page 149.

**To delete a match list**

1 In the console on the primary navigation bar, click **Policies**.
2 In the sidebar under **Content Enforcement**, click **Match Lists**.
3 In the content area, under **Match Lists**, select the match list that you want to delete.
4 In the sidebar under **Tasks**, click **Delete match list**.
5 In the **confirmation** dialog box, click **OK**.
6 On the toolbar, click **Deploy changes** to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

**About DOS wildcard style expressions**

DOS wildcard style expressions ("*", ".", and "?") provide a convenient way to specify file names, similar to the way in which DOS wildcard characters are used. For example, match lists of type DOS wildcard are typically used with the Attachment Name Attribute to specify file names such as *.exe. In addition, a DOS wildcard expression lets you easily specify files without extensions.

**Table 8-6** describes the DOS wildcard style expressions.

<table>
<thead>
<tr>
<th>DOS wildcard expression</th>
<th>Equivalent regular expression</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>.*</td>
<td>Zero or more of any character</td>
</tr>
<tr>
<td>?</td>
<td>[^]</td>
<td>Any one character except the period (.)</td>
</tr>
<tr>
<td>.</td>
<td>\</td>
<td>Literal period character</td>
</tr>
</tbody>
</table>
### About regular expressions

A regular expression is a set of symbols and syntactic elements that Mail Security uses to match patterns of text. Mail Security matches regular expressions on a line-by-line basis. It does not evaluate the line feed (newline) character at the end of each input expression phrase.

You can build regular expressions using a combination of normal alphanumeric characters and metacharacters. For example, some email messages contain a trailing number at the end of the subject line text. Trailing numbers often indicate that a message is spam. Consider the following sample subject line:

```
Here's a hot stock pick!43234
```

To write a rule to match email subject lines that have trailing numbers, compare the subject against the following regular expression:

```
^.+!0-9]+$ 
```

This regular expression contains the normal alphanumeric characters 0-9 and the following metacharacters: circumflex (^), period (.), plus (+), and open and close brackets ([ , ]). By using the subject attribute, the = operator, and the regular expression as the value, you can build a content filtering rule to catch any email messages whose subject lines end with a trailing number.

See “Regular expressions” on page 156.

### Regular expressions

Table 8-7 lists examples of regular expressions that show how pattern matching is accomplished with the use of metacharacters and alphanumeric characters.
### Table 8-7  Regular expressions

<table>
<thead>
<tr>
<th>Regular expression</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>abc</td>
<td>Matches any line of text that contains the three letters abc in that order. Your results may differ depending on the comparison that you use to create the rule. For example, if you build a rule to match the word Free and use the Contains condition, then the filtering engine detects all words that contain the word Free instead of an exact match (for example, Freedom). However, if you use the Equal condition, then the filtering engine detects only exact matches of the word Free with no other surrounding text. If you use the Contains condition with Whole words only, then the filtering engine detects Free as a stand-alone word, even if there are other words present in the text that is being searched.</td>
</tr>
<tr>
<td>a.c</td>
<td>Matches any string that begins with the letter a, followed by any character, followed by the letter c.</td>
</tr>
<tr>
<td>^.$</td>
<td>Matches any line that contains exactly one character. (The newline character is not counted.)</td>
</tr>
<tr>
<td>a(b*</td>
<td>c*)d</td>
</tr>
<tr>
<td>.+.......</td>
<td>Matches any file name that has two, three-letter extensions (for example, Filename.gif.exe). This regular expression is helpful in blocking email attachments with double extensions. For example: If Attachment Name + .+.......</td>
</tr>
<tr>
<td>[0-9a-zA-Z]+&lt;!--.*--&gt;[0-0a-zA-Z]+</td>
<td>Matches an embedded comment in the middle of meaningful HTML text. Embedding comments within HTML text is a trick that spam senders use to bypass some pattern-matching software.</td>
</tr>
<tr>
<td>\s*</td>
<td>Matches a white space character zero or more times.</td>
</tr>
</tbody>
</table>

See “About regular expressions” on page 156.

See “About DOS wildcard style expressions” on page 155.
About metacharacters

Table 8-8 lists the metacharacters that you can use in regular expressions to build filtering rules.

Some characters are not considered special unless you use them in combination with other characters.

Note: You can use metacharacters in regular expressions to search for both single-byte and multi-byte character patterns.

<table>
<thead>
<tr>
<th>Metacharacter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.</td>
<td>Period: Matches any single character of the input sequence.</td>
</tr>
<tr>
<td>^</td>
<td>Circumflex: Represents the beginning of the input line. For example, ^A is a regular expression that matches the letter A at the beginning of a line. The ^ character is only a special character at the beginning of a regular expression, or after the [ or</td>
</tr>
<tr>
<td>$</td>
<td>Dollar sign: Represents the end of the input line. For example, A$ is a regular expression that matches the letter A at the end of a line. The $ character is only special character at the end of a regular expression or before the ) or</td>
</tr>
<tr>
<td>*</td>
<td>Asterisk: Matches zero or more instances of the string to the immediate left of the asterisk. For example, A* matches A, AA, AAA, and so on. It also matches the null string (zero occurrences of A).</td>
</tr>
<tr>
<td>?</td>
<td>Question mark: Matches zero or one instance of the string to the immediate left of the question mark.</td>
</tr>
<tr>
<td>+</td>
<td>Plus sign: Matches one or more instances of the string to the immediate left of the plus sign.</td>
</tr>
<tr>
<td>\</td>
<td>Escape: Turns on or off the special meaning of metacharacters. For example, . only matches a dot character. $ matches a literal dollar sign character. Note that \ matches a literal \ character.</td>
</tr>
<tr>
<td></td>
<td>Pipe: Matches either expression on either side of the pipe. For example, exe</td>
</tr>
</tbody>
</table>
Table 8-8  Metacharacter descriptions (continued)

<table>
<thead>
<tr>
<th>Metacharacter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[string]</td>
<td>Brackets: Inside the brackets, matches a single character or collating element, as in a list. Characters within brackets are not case-sensitive. The string inside the brackets is evaluated literally, as if an escape character () were placed before each character in the string. If the initial character in the bracket is a circumflex (^), then the expression matches any character or collating element except those inside the bracket expression. If the first character after any potential circumflex (^) is a dash (-) or a closing bracket (]), then that character matches only a literal dash or closing bracket.</td>
</tr>
<tr>
<td>(string) ()</td>
<td>Parentheses: Groups parts of regular expressions, which gives the string inside the parentheses precedence over the rest.</td>
</tr>
</tbody>
</table>

The order in which metacharacters are evaluated, from highest to lowest precedence, is as follows:

- Escape \  
- List [ ]  
- Precedence override ( )  
- Single character *  
  +  
  ?  
- Start with ^  
  $  
- Alternation |  

See “About regular expressions” on page 156.
About content filtering policy templates

Content filtering policy templates let you create an enhanced content filtering rules that help prevent data leakage.

These templates are a combination of match lists. Each match list in a template is associated with a frequency. The frequency specifies the number of matches from the match list.

You can edit an existing template but cannot create a new template or delete an existing one.

See “Editing a content filtering policy template” on page 163.

Table 8-9 lists the preconfigured templates that Mail Security provides.

<table>
<thead>
<tr>
<th>Template name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Canadian Social Insurance Number | You can use this template in a rule to detect the patterns that indicate Canadian Social Insurance Numbers that are at a risk of exposure. This template is a combination of the following match lists:  
  - Canadian Social Insurance Numbers  
  - Canadian Social Insurance Keywords |
| Credit Card Numbers           | You can use this template in a rule to detect the patterns that indicate credit card numbers at a risk of exposure. This template is a combination of the following match lists:  
  - Credit Card Number Keywords  
  - Credit Card Number Pattern   |
### Table 8-9  Preconfigured content filtering policy templates (continued)

<table>
<thead>
<tr>
<th>Template name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Individual Taxpayer Identification Number (ITIN)   | An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the US Internal Revenue Service (IRS). The IRS issues ITINs to track individuals who are not eligible to obtain a social security number (SSN). You can use this template in a rule to detect individual taxpayer identification numbers. This template is a combination of the following match lists:  
  - US ITIN Keywords  
  - US ITIN Pattern |
| Mergers and Acquisitions Data                      | You can use this template in a rule to detect information and communication about upcoming merger and acquisition activity. Before you use this template in a rule, you must specify company-specific code words in the M and A Project Code Names match list to detect specific deals. |
| Project Data                                       | You can use this template in a rule to identify the sensitive project code names that are at a risk of exposure. Before you use this template in a rule, you must specify sensitive project code name in the Sensitive Project Code Names match list. |
| UK Tax ID Numbers                                  | You can use this template in a rule to detect UK Tax ID numbers. This template helps you detect UK Tax ID numbers by using the official specification of the UK Government Standards of the UK Cabinet Office. This template is a combination of the following match lists:  
  - UK Tax ID Number Keywords  
  - UK Tax ID Number Pattern |
<table>
<thead>
<tr>
<th>Template name</th>
<th>Description</th>
</tr>
</thead>
</table>
| SWIFT Codes            | The Society for Worldwide Interbank Financial Telecommunication (SWIFT) is a cooperative organization under Belgian law and its member financial institutions own it. The SWIFT code is also known as a Bank Identifier Code (BIC) or ISO 9362. The SWIFT code has a standard format to identify a bank, location, and the branch involved. These codes are used to transfer money between banks, particularly across international borders. You can use this template in a rule to detect valid SWIFT codes. This template is a combination of the following match lists:  
  ■ SWIFT Code Keywords  
  ■ SWIFT Code Regex |
| UK Drivers Licence Numbers | This policy template helps you detect UK drivers licence numbers by using the official specification of the UK Government Standards of the UK Cabinet Office. This template is a combination of the following match lists:  
  ■ UK Keywords  
  ■ UK Drivers Licence Numbers Pattern1  
  ■ UK Drivers Licence Numbers Pattern2 |
| UK Passport Numbers    | This policy template helps you detect valid UK passports by using the official specification of the UK Government Standards of the UK Cabinet Office. This template is a combination of the following match lists:  
  ■ UK Passport Keywords  
  ■ UK Passport Pattern (New)  
  ■ UK Passport Pattern (Old) |
Table 8-9  Preconfigured content filtering policy templates (continued)

<table>
<thead>
<tr>
<th>Template name</th>
<th>Description</th>
</tr>
</thead>
</table>
| UK National Insurance Numbers | UK Department for Work and Pensions and Inland Revenue (DWP/IR) issues the national insurance numbers to individuals to administer the national insurance system. You can use this template in a rule to identify valid UK national insurance numbers. This template is a combination of the following match lists:  
  ■ UK NIN Keywords  
  ■ UK NIN Pattern |
| UK Electoral Roll Numbers     | You can use this template in a rule to detect UK electoral roll numbers. This template is a combination of the following match lists:  
  ■ UK Keywords  
  ■ UK Electoral Roll Numbers Pattern  
  ■ UK Electoral Roll Numbers Keywords |
| US SSN Numbers                | This policy template detects US SSN Numbers, which is a personal identification number issued by the Social Security Administration of the United States government. You can use this template in a rule to identify valid US individual social security numbers. This template is a combination of the following match lists:  
  ■ US SSN Keywords  
  ■ US SSN Patterns |

**Editing a content filtering policy template**

You can edit a content filtering policy template by using any of the following options:

- Enable or disable the conditions that are used in a template.
- Edit the frequency that is specified for match lists in a template.
- Edit the match lists that are used in a template.
See “Creating or editing a match list” on page 154.

You can customize the default templates based on your requirements. For example, every organization has sensitive information regarding to their projects. You can use the Sensitive Project Code Names match list to feed project code names. The Project Data template uses the Sensitive Project Code Names match list to identify the project code names that are at a risk of exposure.

When you edit a template, the changes are reflected in all the content filtering rules that use the template.

See “About content filtering policy templates” on page 160.

To edit a content filtering policy template

1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under Content Enforcement, click Content Filtering Rules.
3. In the content area, double-click a rule.
4. On the Rule tab under Content pane, click Template.
5. In the Select a template window, select the template that you want to edit and click Edit template.
   Alternatively you can double-click the template that you want to edit.
6. Edit the description for the template.
7. Edit the frequency that is specified for match lists in the template.
8. Uncheck the box beside the match list name to disable it.
   If you disable the parent condition, the child conditions are no longer applicable.
9. Click OK and then click Close.
10. Click OK.
11. On the toolbar, click Deploy changes to apply your changes.
Scanning your Exchange servers for threats and violations

This chapter includes the following topics:

- About the types of scanning that you can perform
- Configuring Auto-Protect scanning
- Configuring advanced scanning options for Auto-Protect scanning
- About manual scans
- About scheduling a scan
- Configuring notification settings for scan violations

About the types of scanning that you can perform

You can perform the following types of scans to detect risks, spam, and violations:

**Auto-Protect scans**

When Auto-Protect is enabled, it runs constantly and detects threats and violations in real-time to everything that is on or passes through your Exchange server. Auto-Protect scanning applies to all policies, except for antispam detection. Antispam scanning occurs continuously, in real-time as email traffic flows through your Exchange server.

See “Configuring Auto-Protect scanning” on page 166.
Manual scans  Manual scans run on-demand and scan public folders and mailboxes. All policies apply to manual scans, except antispam. Antispam scanning continuously occurs in real-time as email traffic flows through your Exchange server.

You can specify which file folders and mailboxes to scan during a manual scan. You can also specify the content filtering rules that you want to enable for the manual scan.

See “About manual scans” on page 167.

Scheduled scans  Scheduled scans run unattended, usually at off-peak periods. All policies apply to scheduled scans, except antispam. Antispam scanning continuously occurs in real-time as email traffic flows through your Exchange server.

You can specify which file folders and mailboxes to scan during a scheduled scan. You can also specify the content filtering rules that you want to enable for the scheduled scan.

See “About scheduling a scan” on page 172.

When Mail Security detects a security risk or a violation during a scan, it takes the action that you specify for that policy. For example, when a threat is detected, Mail Security takes the action that you specify in the Antivirus Settings policy.

Mail Security does not support the Quarantine entire message and replace with text action for Auto-Protect, Manual, or Scheduled scanning. If a violation is detected during these scans, Mail Security quarantines the message by parts although you specify the action as Quarantine entire message and replace with text for a policy.

**Configuring Auto-Protect scanning**

Auto-Protect scanning provides continuous risk and violation detection. When you enable Auto-Protect scanning, Mail Security scans email messages as they pass through the Exchange server. Infected message bodies and attachments and rule violations are detected on a real-time basis, based on the settings that you enable and configure.

See “Configuring advanced scanning options for Auto-Protect scanning” on page 167.

To configure Auto-Protect scanning

1  In the console on the primary navigation bar, click **Scans**.
2  In the sidebar under **Views**, click **Auto-Protect**.
3 In the content area, under Auto-Protect Settings, check Enable Auto-protect.
4 On the toolbar, click Deploy changes to apply your changes.

Note: If the Auto-Protect status on the SMSMSE UI is seen as “Started (VSAPI is still down)”, the transport scan functionality works seamlessly but the On Access scan and Background scanning functionality may not function.

See “Deploying settings and changes to a server or group” on page 63.

Configuring advanced scanning options for Auto-Protect scanning

You can configure the additional scanning options that apply to Auto-Protect scanning.

To configure advanced scanning options for Auto-Protect scanning
1 In the console on the primary navigation bar, click Scans.
2 In the sidebar under Views, click Auto-Protect.
3 Under Advanced Scanning Options, check Scan message bodies (applies to AV only).
4 On the toolbar, click Deploy changes to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

About manual scans

You can perform manual scans when you want to scan messages for specific purposes. For example, you can create a content filtering rule to detect a particular category of subject-line violations that are associated with a new threat, and then run the scan immediately.

To perform a manual scan, do the following:

- Configure the manual scan parameters.

You can configure basic scanning options and specify the mailboxes and public folders that you want to scan. You can also enable content filtering scanning and enable the content filtering rules that you want to apply to the scan.
Note: Ensure that the public folders that you want to scan have owners assigned to them. Mail Security does not perform a manual scan on the public folders that do not have owners assigned to them.

See “Configuring the manual scan parameters” on page 168.

- Run the manual scan.
  See “Performing a manual scan” on page 171.

- View the manual scan results.
  See “Viewing manual scan results” on page 172.

You can stop running a manual scan at any time.

Configuring the manual scan parameters

Before you run a manual scan, configure the parameters for the scan. After you deploy your changes, the parameters remain the same until you change them.

Mail Security lets you specify the following parameters for a manual scan:

Scan Options

You can choose from the following basic scanning options:

- Stop scanning after ___ minutes. Next scan will restart where it stopped
  Select this option if you want to specify a duration for the scan. Type
  the number of minutes you want the scan to run in the box next to the
  option.

- Only scan items modified since last rescan
  Select this option to scan only the items that have been modified since
  the last scan. Scanning only items that have been modified decreases
  overall scanning time.

- Scan message bodies (Applies to AV only)
  Select this option to scan only the message bodies. Scanning message
  bodies increases the overall scanning time.

Scan location

You can specify the mailboxes and public folders that you want included or excluded from the scan.

This option is only available if you are in a server view.

Content filtering rules

You can enable or disable content filtering scanning. If content filtering is
enabled, enable the rules that you want to apply to the scan.

Content filtering is enabled by default.
To configure basic scanning options

1. In the console on the primary navigation bar, click **Scans**.
2. In the sidebar under **Views**, click **Manual Scan**.
3. Under **Tasks**, click **Edit manual scan**.
4. In the Manual scan wizard, under **Scan Options**, check one or more of the following:
   - Stop scanning after __ minutes
     - If you select this option, type the number of minutes you want the scan to run.
     - The default value is 120.
   - Only scan items modified since last scan
   - Scan message bodies (applies to AV only)
5. Under **Choose messages to scan**, select one of the following options:
   - Scan all messages in the store
     - This is the default setting.
   - Scan all messages from the past number of days
     - Scans all messages from the past number of days.
     - Type the number of days in the box to the right.
   - Scan all messages from the past number of hours
     - Scans all messages from the past number of hours.
     - Type the number of hours in the box to the right.
Scan all messages from the start date

If you select this option, do the following:

- Use the drop-down menu to specify the start date.
- Select one of the following options:
  - To the date of the scan
    Performs the scan as of the start date that you specify to the current date
  - To the following date
    Performs the scan as of the start date that you specify to the date that you specify in the drop-down list

6  Click Next.

To configure the scan location

1  Under Scan Location, to specify mailboxes to scan, select one of the following:

   All mailboxes  Scans all mailboxes.
   This option is enabled by default.

   Exclude mailboxes  Scans no mailboxes.

   Specific mailboxes  Scans only the mailboxes that you specify in the list box.
   This option is available in the single-server view only.

2  To specify public folders to scan, select one of the following:

   All public folders  Scans all public folders.
   This option is enabled by default.

   Exclude public folders  Scans no public folders.

   Specific public folders  Scans only the public folders that you specify in the list box.
   This option is available in the single-server view only.

3  Click Next.
To disable content filtering scanning
1 Uncheck Enable content filtering.
   This option is enabled by default.
2 Click Finish.
3 On the toolbar, click Deploy changes to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

To enable content filtering scanning
1 Check Enable content filtering.
   This option is enabled by default.
2 Do any of the following:
   ■ To add a new content filtering rule, on the toolbar, click Add new.
   ■ To modify an existing content filtering rule, on the toolbar, click Edit rule.
   ■ To delete an existing content filtering rule, click Delete rule.
      See “About creating a content filtering rule” on page 116.
3 Click the box under the Enable column and select Enable to enable the rules
   that you want to apply to the scan.
4 Click Finish.
5 On the toolbar, click Deploy changes to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

Performing a manual scan
After you configure the manual scan parameters, you can perform the manual scan.

See “Viewing manual scan results” on page 172.

To perform a manual scan
1 In the console on the primary navigation bar, click Scans.
2 In the sidebar under Views, click Manual Scan.
3 Under Tasks, click Run now.
   To stop the scan before it finishes, in sidebar under Tasks, click Stop.
4 In the Operation Status window, click Close when the operation is complete.
Stopping a manual scan

You can stop Mail Security from finishing a manual scan at any time.

To stop a manual scan

1. In the console on the primary navigation bar, click **Scans**.
2. In the sidebar under **Views**, click **Manual Scan**.
3. Under **Tasks**, click **Stop**.

See “Performing a manual scan” on page 171.

Viewing manual scan results

The Manual Scan page shows the results of the most recent manual scan.

To view manual scan results

1. In the console on the primary navigation bar, click **Scans**.
2. In the sidebar under **Views**, select **Manual Scan**.
3. Press F5 to refresh the page.

This process might take several minutes for large server groups.

About scheduling a scan

In addition to Auto-Protect scanning and manual scanning, you can schedule scans to look for different types of policy violations.

See “Creating a scheduled scan” on page 172.

See “Editing a scheduled scan” on page 173.

See “Configuring scheduled scan options” on page 173.

See “Enabling a scheduled scan” on page 178.

See “Deleting a scheduled scan” on page 178.

**Note:** From the Mail Security console, you cannot stop scheduled scans once they are started.

Creating a scheduled scan

You can create as many scheduled scans as you need. When you create a scheduled scan, it is disabled by default. Enable the scan so that it runs according to the schedule.
See “Enabling a scheduled scan” on page 178.

To create a scheduled scan

1 In the console on the primary navigation bar, click Scans.
2 In the sidebar under Views, select Scheduled Scans.
3 Under Tasks, click New scan.
4 Configure the schedule scan options.
   See “Configuring scheduled scan options” on page 173.
5 On the toolbar, click Deploy changes to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

Editing a scheduled scan

You can modify an existing scheduled scan as needed. Enable the scan so that it runs according to the schedule that you specify.

See “Enabling a scheduled scan” on page 178.

To edit a scheduled scan

1 In the console on the primary navigation bar, click Scans.
2 In the sidebar under Views, select Scheduled Scans.
3 In the content pane, do one of the following:
   ■ Select the scheduled scan that you want to modify, and in the sidebar under Tasks, click Edit scan.
   ■ Under the Name column, double-click the scheduled scan that you want to modify.
4 Modify the schedule scan options as needed.
   See “Configuring scheduled scan options” on page 173.
5 On the toolbar, click Deploy changes to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

Configuring scheduled scan options

Mail Security provides a wizard that guides you through the process of configuring a scheduled scan.

After you configure the scheduled scan options, enable the scan so that it runs according to the schedule.
See “Enabling a scheduled scan” on page 178.

You can configure the following scheduled scan options:

- Name of the scan and the basic scan options
- Mailboxes and the public folders that you want to scan
- Content filtering rules that you want to apply to the scan
- Scan schedule

To configure basic scanning options

1. In the console on the primary navigation bar, click **Scans**.
2. In the sidebar under Views, select **Scheduled Scans**.
3. Do one of the following:
   - Create a new scan: In the sidebar under Tasks, click **New scan**.
   - Modify an existing scan: In the content area, under the Name column, double-click the scan that you want to modify.

4. In the Scan name box, type the name for the scan.
   
   Mail Security lets you enter a maximum of 128 SBCS (single-byte character set) characters (64 double-byte character set characters) in the Scan name box.
   
   This option is available only when you create a new scheduled scan.

5. Under **Scan Options**, check **Stop after scanning ___ minutes** to limit the amount of time for the scan, and then type the maximum scanning time in minutes.
   
   The default value is 120 minutes.
   
   If Mail Security reaches this limit, it stops scanning. The next scheduled scan starts where the previous scan stopped.

6. Check **Only scan items modified since last scan** to exclude the items that have not changed since the last scan.

7. Check **Scan message bodies** to scan message bodies.

8. Under **Choose messages to scan**, select one of the following options:
   
   - **Scan all messages in the store.**
   - **This is the default setting.**
Scan all messages from the past number of days.

Scans all messages from the past number of days.
Type the number of days in the box to the right.

Scan all messages from the past number of hours.

Scans all messages from the past number of hours.
Type the number of hours.

Scan all messages from the start date.
If you select this option, do the following:

- Click the drop-down arrow and specify the start date.
- Select one of the following options:
  - To the date of the scan
    Performs the scan as of the start date that you specify to the current date
  - To the following date
    Performs the scan as of the start date that you specify to the date that you specify in the drop-down list

9  Click Next.
To select what to scan

1. In the second panel of the schedule scan wizard, under **Scan Location**, to specify mailboxes to scan, select one of the following:
   - **All mailboxes**
     Scans all mailboxes.
     This option is enabled by default.
   - **Exclude mailboxes**
     Scans no mailboxes.
   - **Specific mailboxes**
     Scans only the mailboxes that you specify in the list box.
     This option is available in the single-server view only.

2. To specify public folders to scan, select one of the following:
   - **All public folders**
     Scans all public folders.
     This option is enabled by default.
   - **Exclude public folders**
     Scans no public folders.
   - **Specific public folders**
     Scans only the public folders that you specify in the list box.
     This option is available in the single-server view only.

3. Click **Next**.

To scan for content filtering rules

1. In the third panel of the scheduled scan wizard, click **Enable content filtering** to enable content filtering rule scanning for the scheduled scan.

2. Do any of the following:
   - To add a new content filtering rule, on the toolbar, click **New rule**.
   - To modify an existing content filtering rule, on the toolbar, click **Edit rule**.
   - To delete an existing content filtering rule, click **Delete rule**.
     See “About creating a content filtering rule” on page 116.

3. Click the box under the Enable column and select **Enable** to enable the rules that you want to apply to the scan.

4. Click **Next**.
To specify the scanning schedule

1. In the final panel of the scheduled scan wizard, in the **Time of day to run** box, select the time of day that you want Mail Security to perform the scan (in 24-hour format).

2. Under **Days to run on**, check the days of the week that you want the scan to run.

3. Under **Dates of the month to run on**, select any of the following:
   - 1st: The scan runs on the first day of each month.
   - 15th: The scan runs on the 15th day of each month.
   - End of the month: The scan runs on the 28th day of each month.

4. Check **Run scan at service start** to perform a scan when the service starts.

5. Check **Run scan when virus definitions change** to perform a scan when new definitions are received.

   Enabling Run Scan When Virus Definitions Change in conjunction with Rapid Release Definitions can significantly impact performance. Leave this feature disabled if you update definitions at frequent intervals. If this option is enabled, the scheduled scan runs each time definitions are updated. Because definitions are delivered frequently, the scan might not complete before new definitions are available. This can impact overall scanning performance.

   See “Scheduling definition updates” on page 222.

6. Click **Finish**.

7. On the toolbar, click **Deploy changes** to apply your changes.

   See “Deploying settings and changes to a server or group” on page 63.

**Stopping scheduled scans**

You can stop Mail Security from running a scheduled scan at any time using registry settings.

**To stop a scheduled scan**


2. On the **Windows** menu, click **Start > Run**.

3. In the Run box, type the following command: `regedit`
4 Click OK.
5 In the registry editor window, in the left pane, browse and locate the following folder: HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Symantec\SMSMSE\7.x\Server\ScanJobs\<nameof scheduled scan>
6 In the right pane, double-click ProgressStateDword.
7 In the Value data box, type the binary value 0, and then click Ok.
8 Close the registry editor window.
9 On the Windows menu, click Start > Programs > Administrative Tools > Services.
10 Restart the Symantec Mail Security for Exchange service.

See “Configuring scheduled scan options” on page 173.

Enabling a scheduled scan

You must enable a scan so that it runs according to the schedule that you specify. Scheduled scans are disabled by default.

To enable a scheduled scan
1 In the console on the primary navigation bar, click Scans.
2 In the sidebar under Views, select Scheduled Scans.
3 In the content pane, select the scheduled scan that you want to enable.
4 Click the box under the Status column, and then click Enabled from the options in the drop-down menu.
5 On the toolbar, click Deploy changes to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

Deleting a scheduled scan

You can delete a scheduled scan when it is no longer needed.

To delete a scheduled scan
1 In the console on the primary navigation bar, click Scans.
2 In the sidebar under Views, click Scheduled Scans.
3 Select the scan that you want to delete.
4 In the sidebar under Tasks, click **Delete scan**.

5 On the toolbar, click **Deploy changes** to apply your changes.

   See “Deploying settings and changes to a server or group” on page 63.

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**Configuring notification settings for scan violations**

You can specify the administrators, users, or computers that should receive email notifications about scan violations. Restrict the issuing of alerts to a small list of interested administrators to avoid unnecessary interruptions.

Email notifications can be issued when a Mail Security scan detects a policy violation or an outbreak. An alert can also be sent to notify an administrator when a server experiences a critical service failure.

You can also customize the subject line and message text for each type of notification message when you configure policies and rules.

**To configure notification settings for scan violations**

1 In the console on the primary navigation bar, click **Monitors**.

2 In the sidebar under **Views**, click **Notification Settings**.

3 In the content area, in the **Address of sender to use in email notification** box, type the email address of the sender that you want to use for email notifications.

4 In the **Administrators or others to notify** box, type the email addresses of administrators and users to notify.

   Separate each entry by commas. If you include an email address that is not within your domain, type the fully qualified email address (for example, user@mycompany.com).

5 On the toolbar, click **Deploy changes** to apply your changes.

   See “Deploying settings and changes to a server or group” on page 63.
Managing outbreaks

This chapter includes the following topics:

- About outbreak management
- Enabling outbreak management
- Configuring outbreak triggers
- Configuring outbreak notifications
- Clearing outbreak notifications

About outbreak management

An outbreak situation occurs when an excessive number of threats or events that exhibit virus-like behavior occur on a network. When an outbreak occurs, prompt identification of the situation and notification of administrative staff is critical.

Outbreak management lets you configure Mail Security to send alerts whenever a certain threshold of duplicate messages, which are sent within a period of time, is reached. In some instances, a large number of duplicate messages can indicate an active virus outbreak or a problem within your Exchange server. You can monitor different type of conditions and receive timely alerts as they occur. An outbreak condition does not necessarily indicate that there is a problem. Sometimes the duplicate messages threshold is met by normal email flow and that depends on your settings and the amount of email flow passing through the Exchange server.

When you configure outbreak settings, it is recommended that you consider the following:

- Threat potential of the event category that is being monitored
- Amount of email that is typically processed
- Size of your mail system
Stringency with which you want to define an outbreak

As your outbreak triggers are tested, you can fine-tune the values that you use.

Mail Security lets you manage outbreaks with the following options:

- Enable Outbreak Management.
  See “Enabling outbreak management” on page 183.

- Specify the criteria for an outbreak.
  The criteria consist of the number of times that an event must occur during a specified time interval.
  See “About the criteria that defines an outbreak” on page 181.
  See “About outbreak triggers” on page 183.
  See “Configuring outbreak triggers” on page 184.

- Define the email notifications to send to the administrator when an outbreak is detected.
  See “Configuring outbreak notifications” on page 186.

- End the outbreak event after the situation is managed.
  See “Clearing outbreak notifications” on page 189.

About the criteria that defines an outbreak

You can specify the number of occurrences of an event that must occur within a specified time frame to define an outbreak. Although there are no standard numbers to use when specifying frequencies, take into consideration the following:

- Threat potential of the event category that is being monitored

- Size of your mail system

- Amount of email that is typically processed

- Stringency with which you want to define an outbreak

Mail Security monitors your server at regular intervals to detect outbreaks (the default setting is every 2 minutes). When Mail Security checks your server for outbreaks, it checks the events that occurred within the specified period of time (the default setting is 20 minutes). Mail Security issues an outbreak notification when it detects an outbreak.

For example, assume that you enable outbreak management, configure Mail Security to monitor for outbreaks every 2 minutes, and enable the “Same virus” outbreak trigger using the default configuration.

Figure 10-1 provides an explanation of the events that would occur if Mail Security detects 50 messages that contain the Eicar virus at 1:05 P.M. and 50 messages that contain the Eicar virus at 1:19 P.M.
Figure 10-1  Example of an outbreak event

At 1:20, checks the prior 20 minutes and detects an outbreak. An outbreak notification is sent.

At 1:22, checks the prior 20 minutes and detects an outbreak still exists. A subsequent notification is sent.

At 1:24, checks the prior 20 minutes and detects an outbreak still exists. A subsequent notification is sent.

At 1:26, checks the prior 20 minutes. Does not detect outbreak conditions. No notification is sent.

Time at which 50 messages with ‘Free Offer’ subject line are received

See “About outbreak management” on page 180.
See “About outbreak triggers” on page 183.

About outbreak triggers

The set of defining criteria for an outbreak is called an outbreak trigger. Each outbreak trigger only monitors one type of event and defines an outbreak as the frequency of the specified event within a given time period.

For example, one outbreak trigger could be defined as the occurrence of 50 or more unscannable files within one hour. Another outbreak trigger could be defined as 30 or more filtering rule violations within 15 minutes.

If you enable multiple outbreak triggers and a message is received that violates more than one, Mail Security goes into outbreak mode and stops looking for additional outbreaks. Only one outbreak rule is triggered.

Message bodies typically do not contain threats or security risks. To conserve processing resources, Mail Security installs with default settings that do not scan message bodies. (Message attachments are always scanned.) You can modify the settings to scan message bodies.

If Mail Security does not scan the message body (which includes the subject line), the Same subject outbreak can not be triggered unless the message contains an attachment.

To activate the Same subject outbreak trigger for messages that do not contain attachments, you can do any of the following:

- Enable message body scanning.
  See “Configuring advanced scanning options for Auto-Protect scanning” on page 167.
- Enable at least one content filtering rule.
  Content filtering rules require message body scanning, regardless of whether the message contains an attachment. The content filtering rule can be any of the default rules or a rule that you create.

Outbreak triggers apply to auto-protect scans only.

See “Configuring outbreak triggers” on page 184.

Enabling outbreak management

Outbreak management is enabled by default. You can specify the interval during which you want Mail Security to check for outbreaks. By default, the interval is set to every two minutes.
At least one outbreak trigger must be enabled for outbreak management to work.
See “Configuring outbreak triggers” on page 184.

To enable outbreak management
1. In the console on the primary navigation bar, click Policies.
2. In the sidebar under General, click Outbreak.
3. In the content area under Outbreak, check Enable Outbreak Management.
   This option is enabled by default.
4. In the Check for Outbreaks every ___ minutes box, type the interval in
   minutes that you want Mail Security to monitor your server for outbreaks.
   The default value is 2 minutes.
5. On the toolbar, click Deploy changes to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

Configuring outbreak triggers

Mail Security provides the following outbreak triggers:

- Same attachment name
- Same subject
- Same virus
- Unrepairable viruses
- Unscannable files
- Filtering violations
- Total viruses

You can enable or disable the triggers. You can also modify the number of
occurrences for a violation and the span of time in which the events must occur to
constitute an outbreak. You can specify whether to notify an administrator when an
outbreak occurs.

See “Configuring outbreak notifications” on page 186.

When you enable outbreak management, you can also configure Mail Security to
automatically add the names of outbreak triggered attachments to the Outbreak
Triggered AttachmentNames match list and outbreak triggered subject text to the
Outbreak Triggered SubjectLines match list. Mail Security uses these match lists
for the preconfigured content filtering rules that automatically block suspicious file attachments or subjects. You can also use these match lists to create your own content filtering rules.

To configure outbreak triggers

1. In the console on the primary navigation bar, click **Policies**.
2. In the sidebar under **General**, click **Outbreak**.
3. In the content area, in the table, select the trigger that you want to modify.
   The trigger that you select is highlighted in blue.
4. In the **Status** column, use the drop-down menu to select **Enabled** or **Disabled**.
5. In the **Occurrences** column, type the number of instances that must occur to constitute an outbreak.
   The default value is 100.
6. In the **Time** column, type the span of time in which the instances must occur to constitute an outbreak.
   The default value is 20.
7. In the **Units** column, click the drop-down menu, and select one of the following:
   - Minutes
     This is the default setting.
   - Hours
   - Days
8. In the **Notify Administrator** column, check the box if you want to notify an administrator of the outbreak.
   See “Configuring outbreak notifications” on page 186.
9. In the **Update Match List** column, check the box if you want to automatically add the attachment name or subject to the Outbreak Triggered Names match list or Outbreak Triggered Subjects match list. The trigger must be activated.
   See “About match lists” on page 149.
10 In the Rule column, click View Rule to view or modify the associated content filtering rule.

This option is available only for the Same attachment name and Same subject triggers.

Note that Mail Security disables content filtering on the server if you uncheck Enable content filtering in the Content Enforcement Rule window.

See “What you can do with content filtering rules” on page 137.

11 On the toolbar, click Deploy changes to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

Configuring outbreak notifications

When you configure outbreak management settings, you can customize the notification subject line and message text that is sent to the administrator. You can use variables to customize your text.

See “About the criteria that defines an outbreak” on page 181.

See “Alert and notification variables” on page 226.

To configure outbreak notifications

1 In the console on the primary navigation bar, click Policies.

2 In the sidebar under General, click Outbreak.
3 In the content area, in the preview pane, under **Initial Notification**, in the **Subject Line** box, type your customized subject line text.

The default text is as follows:

**Initial notification**

Rules

**Same attachment name**
Symantec Mail Security has started noticing possible email outbreak conditions. The “%outbreak_rule%” rule was violated %outbreak_count% times.

**Same subject**
Symantec Mail Security has started noticing possible email outbreak conditions. The “%outbreak_rule%” rule was violated %outbreak_count% times.

**Filtering violations**
Symantec Mail Security has started noticing possible email outbreak conditions. The “%outbreak_rule%” rule was violated %outbreak_count% times.

**Same virus**
Symantec Mail Security has started noticing possible conditions of outbreak of emails with viruses. The “%outbreak_rule%” rule was violated %outbreak_count% times.

**Unrepairable viruses**
Symantec Mail Security has started noticing possible conditions of outbreak of emails with viruses. The “%outbreak_rule%” rule was violated %outbreak_count% times.

**Total viruses**
Symantec Mail Security has started noticing possible conditions of outbreak of emails with viruses. The “%outbreak_rule%” rule was violated %outbreak_count% times.

**Unscannable files**
Symantec Mail Security has started noticing possible conditions of outbreak of emails with unscanable files. The “%outbreak_rule%” rule was violated %outbreak_count% times.

4 In the **Message Body** box, type your customized message body text.

The default text is as follows:

**Outbreak Trigger Information**: %trigger%

**Threshold is set at**: %threshold%

**Current count for configured time period**: %count%

**Server name**: %server%

**Outbreak triggers at**: %outbreak_count% times
5 Under **Subsequent Notifications**, in the **Subject Line** box, type your customized subject line text.

The default text is as follows:

**Subsequent notification**

<table>
<thead>
<tr>
<th>Rules</th>
<th>Subsequent notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same attachment name</td>
<td>Symantec Mail Security continues to observe possible email outbreak conditions. The rule “%outbreak_rule%” was violated %outbreak_count% times.</td>
</tr>
<tr>
<td>Same subject</td>
<td>Symantec Mail Security continues to observe possible email outbreak conditions. The rule “%outbreak_rule%” was violated %outbreak_count% times.</td>
</tr>
<tr>
<td>Filtering violations</td>
<td>Symantec Mail Security continues to observe possible email outbreak conditions. The rule “%outbreak_rule%” was violated %outbreak_count% times.</td>
</tr>
<tr>
<td>Same virus</td>
<td>Symantec Mail Security continues to observe possible conditions of outbreak of emails with viruses. The rule “%outbreak_rule%” was violated %outbreak_count% times.</td>
</tr>
<tr>
<td>Unrepairable viruses</td>
<td>Symantec Mail Security continues to observe possible conditions of outbreak of emails with viruses. The rule “%outbreak_rule%” was violated %outbreak_count% times.</td>
</tr>
<tr>
<td>Total viruses</td>
<td>Symantec Mail Security continues to observe possible conditions of outbreak of emails with viruses. The rule “%outbreak_rule%” was violated %outbreak_count% times.</td>
</tr>
<tr>
<td>Unscannable files</td>
<td>Symantec Mail Security continues to observe possible conditions of outbreak of emails with unscanable files. The rule “%outbreak_rule%” was violated %outbreak_count% times.</td>
</tr>
</tbody>
</table>
6 In the **Message Body** box, type your customized message body text.

The default text is as follows:

Outbreak Trigger Information: %trigger%

Threshold is set at: %threshold%

Current count for configured time period: %count%

Server name: %server%

Outbreak triggers at: %outbreak_count% times

7 On the toolbar, click **Deploy changes** to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

---

**Clearing outbreak notifications**

During an outbreak, subsequent notifications are sent based on the Time and Units interval that you specify until the outbreak is no longer in effect. You can end subsequent outbreak notifications by clearing the current outbreak.

See “Configuring outbreak triggers” on page 184.

See “Configuring outbreak notifications” on page 186.

**To clear outbreak notifications**

1 In the console on the primary navigation bar, click **Policies**.

2 In the sidebar under **General**, click **Outbreak**.

3 Under **Tasks**, click **Clear current outbreak**.
This chapter includes the following topics:

- About logging events
- About generating reports
- About report templates
- Managing reports

About logging events

Mail Security logs performance counters and events to the following locations:

| Windows Application Event Log | Server events and policy violations are reported in the Windows Application Event Log. The Mail Security console provides an Event Log page that lets you view Windows Application Event Log entries in chronological order with the most current event at the top. The Event Log page displays information, warning, and error events. See “Viewing the Mail Security Event log” on page 191. |
Mail Security logs extensive report data on threats, security risks, violations, spam, and server information to a reports database. You can use this data to generate summary or detailed reports based on different subsets of the data. When you define a report, you specify criteria such as the time span of the collected data, whether to show specific violations or all violations, and the output format of the report.

See “About report templates” on page 196.

You can specify how long Mail Security maintains data in the Reports database. You can also purge the database at any time.

See “Specifying the duration for storing data in the Reports database” on page 193.

See “Purging the Reports database” on page 194.

Microsoft Management Console (MMC) Performance console

The MMC Performance console shows system performance. You can add Mail Security performance counters to the MMC view.

See “About logging performance counters to the MMC Performance console” on page 194.

Viewing the Mail Security Event log

Mail Security reports server events and policy violations (such as threat detections and filtering violations) to the Windows Application event log. You can access the Windows Application Event Log on the computer on which Mail Security is installed. For more information about how to access and use the Windows Application Event Log, see the documentation for your Exchange server.

The Mail Security Event Log lets you view and sort event data that is generated by Mail Security and written to the Windows Application Event Log. You can view the Mail Security Event Log from the console. You can filter event data by categories. You can also select a start date from which to begin displaying event data. When you select an event in the Event Log table, details about the event appear in the preview pane.

The Mail Security Event Log displays the 5000 most recent Mail Security events from the Windows Application Event Log, per server. For example, if your group contains five servers, the event log can display up to 25,000 events.

The Event Log displays the following information:

- **Server**  Name of the server on which the event occurred
- **Timestamp**  Date and time the event occurred
<table>
<thead>
<tr>
<th>Severity</th>
<th>Severity categories are as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>■ Warning</td>
</tr>
<tr>
<td></td>
<td>■ Information</td>
</tr>
<tr>
<td></td>
<td>■ Error</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Categories are as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>■ Auto-Protect</td>
</tr>
<tr>
<td></td>
<td>■ Content Filtering Engine</td>
</tr>
<tr>
<td></td>
<td>■ Content Filtering Rules</td>
</tr>
<tr>
<td></td>
<td>■ Encrypted</td>
</tr>
<tr>
<td></td>
<td>■ Error</td>
</tr>
<tr>
<td></td>
<td>■ Licensing</td>
</tr>
<tr>
<td></td>
<td>■ LiveUpdate/Rapid Release</td>
</tr>
<tr>
<td></td>
<td>■ Manual and Scheduled Scanning</td>
</tr>
<tr>
<td></td>
<td>■ Outbreak Management</td>
</tr>
<tr>
<td></td>
<td>■ Quarantine</td>
</tr>
<tr>
<td></td>
<td>■ Scanning</td>
</tr>
<tr>
<td></td>
<td>■ Service</td>
</tr>
<tr>
<td></td>
<td>■ Premium AntiSpam</td>
</tr>
<tr>
<td></td>
<td>■ Threat/Security Risk</td>
</tr>
<tr>
<td></td>
<td>■ Unscannable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Message</th>
<th>Description of the event</th>
</tr>
</thead>
</table>

Manually refresh the page if it is blank or to refresh the page to view the most recent events. In a large group, refreshing the page might take several minutes.

**To view the Mail Security Event Log**

1. In the console on the primary navigation bar, click **Monitors**.
2. In the sidebar under **Views**, click **Event Log**.
3. Click the column headers to sort the list data by different criteria.

**To populate and refresh the Mail Security Event Log**

- Press **F5**.
To filter the Mail Security Event Log

1. Under the Event Log table, in the **Number of items per page** list, select a number of items that you want to view per page using the drop-down menu. The default value is 10.

2. In the **List** box, select a category on which to filter the event data using the drop-down menu.

3. In the entries since list, select a start date from which to begin displaying event data using the drop-down menu.

Specifying the duration for storing data in the Reports database

Mail Security stores data on threat detection, definitions, spam, policy violations, scanning, and server events in a Reports database. You can use this data to generate the reports that include subsets of this data.

You can configure Mail Security to retain this data for the period of time that you specify. Once the data is removed, it cannot be used in reports. For example, assume that you configure Mail Security to retain data for six months. If you generate a report for the past year, only the data for most recent six months appears in the report.

Mail Security provides a separate option to include spam data in reports. Selecting this option increases the time that is required to generate reports, which can affect performance. Consider using this option short term (for example, a few weeks) to evaluate spam-related issues.

See “**Resetting statistics**” on page 216.

To specify the duration for storing data in the Reports database

1. In the console on the primary navigation bar, click **Reports**.

2. In the sidebar under Views, click **Report Settings**.
3 In the content area, select one of the following:

| Store all data | Keeps all data indefinitely. |
| Store no data | No violation data is retained. |
| Store data for ___ months | The data is cleared after the specified time period. |

   If you select this option means there is no data from which to generate reports. However, total scans and items scanned by Auto-Protect are still reported.

   If you select this option, type the number of months of data to store. Only summary spam data is stored unless you check the "Include spam data" option.

   The default value is 12.

4 Check **Include spam data** to include all spam-related events.

   This option is disabled by default.

5 On the toolbar, click **Deploy changes** to apply your changes.

   See “Deploying settings and changes to a server or group” on page 63.

### Purging the Reports database

In addition to configuring the period of time that you want Mail Security to store data in the Reports database, you can purge the Reports database at any time. When you purge the Reports database, all data is removed. There is no data from which to generate a report up to the time it is purged.

**To purge the Reports database**

1 In the console on the primary navigation bar, click **Reports**.
2 In the sidebar under Views, click **Report Settings**.
3 Under **Tasks**, click **Reset database statistics**.
4 In the **Operation Status** window, click **Close**.

### About logging performance counters to the MMC Performance console

Add the Mail Security 7.5 performance object to the Microsoft System Monitor to view Mail Security performance data in the MMC Performance console. You can view all of the Mail Security counters or select specific counters.
The Mail Security for Microsoft Exchange Management Pack is located on the product CD in the following location:

ADMTOOLS\MOM

See the MMC documentation for more information about how to add the Mail Security performance object.

Table 11-1 lists the Mail Security counters that are available.

### Table 11-1

<table>
<thead>
<tr>
<th>Performance counter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bytes Scanned</td>
<td>Number of bytes scanned</td>
</tr>
<tr>
<td>Bytes Scanned/Sec</td>
<td>Number of bytes scanned per second</td>
</tr>
<tr>
<td>Total Scans</td>
<td>Number of the scans performed on messages and attachments</td>
</tr>
<tr>
<td>Total Scans/Sec</td>
<td>Number of the scans performed on messages and attachments per second</td>
</tr>
<tr>
<td>Threats and Risks Found</td>
<td>Number of software threats detected</td>
</tr>
<tr>
<td>Threats and Risks Found/Sec</td>
<td>Number of the software threats detected per second</td>
</tr>
<tr>
<td>Content Filtering Found</td>
<td>Number of the content violations detected</td>
</tr>
<tr>
<td>Content Filtering Found /Sec</td>
<td>Number of the content violations detected per second</td>
</tr>
<tr>
<td>Spam Violations Found</td>
<td>Number of spam violations detected</td>
</tr>
<tr>
<td>Spam Violations Found/Sec</td>
<td>Number of spam the violations detected per second</td>
</tr>
</tbody>
</table>
Note: Mail Security lets you configure performance counters for logging. By default, this counter is enabled. However, to improve a scanning performance, these performance counters for logging can be turned off by adding the following registry key and setting its value to 1:

\HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Symantec\SMSMSE\7.5\Server\TurnOffPerfCounters.

Restart the Mail Security service after setting this registry key.

About generating reports

Mail Security collects and saves scan data on your Exchange servers. You can create reports from the data, which gives you a history of risk detection activity and filtering violations. You can create a report for an individual server. You can also create a single Summary report that consolidates data for all the servers in a server group.

See “Configuring the initial setup of the report consolidation feature” on page 207.

Report templates let you define a subset of the raw report data that Mail Security collects for a single server. Report templates can include different categories or combinations of security-related statistics.

You can create different report templates to describe different subsets of the raw report data. After you create a report template, you use it to generate reports.

Mail Security provides two preconfigured report templates that you can modify. You can also create your own report templates. When you create or modify a report template, Mail Security provides a wizard to guide you through the configuration process.

The types of report templates that you can create are as follows:

- Summary
  See “Creating or modifying a Summary report template” on page 198.
- Detailed
  See “Creating or modifying a Detailed report template” on page 203.

About report templates

Report templates let you define a subset of the raw report data that is collected by Mail Security for a single server. The goal of creating a template is to describe a set of data that summarizes threats, security risks, filtering violations, spam, and server information. The information, which can be saved and used to generate
on-demand or scheduled reports. Report templates can include different categories or combinations of security-related statistics.

You can create different report templates to describe different subsets of the raw report data. After you create a report template, you can use it to generate reports.

---

**Note:** Reports cannot be generated with a new or updated report template until you deploy your changes.

---

Mail Security provides two pre-configured report templates that you can modify. You can also create your own report templates. When you create or modify a report template, Mail Security provides a wizard to guide you through the configuration process.

The types of report templates that you can create are as follows:

- **Summary**
  See “Creating or modifying a Summary report template” on page 198.

- **Detailed**
  See “Creating or modifying a Detailed report template” on page 203.

**About report output formats**

The format options that are available for a Summary report are HTML and PDF. You can configure Mail Security to send copies of the report to the people that you specify. The recipients’ email client must support and permit HTML-based or PDF-based attachments.

If you use Outlook Express and you intend to use the HTML format, you need to modify the following settings in Outlook Express:

- On the Security tab, deselect the option “Do not allow attachments to be saved or opened that could potentially be a virus.”

- On the Read tab, deselect the option “Read all messages in plain text.”

When you generate a Detailed report, Mail Security can save the report in HTML format, PDF format, or comma-separated value (.csv) format.

Generating a report in .csv format lets you do the following:

- You can view or print the complete report data in an application, such as Microsoft Excel.

  If you have Microsoft Excel on your computer, a .csv file opens automatically as an Excel spreadsheet.
You can import the data into a third-party reporting application to generate custom charts and reports. See “Accessing a report” on page 212.

Creating or modifying a Summary report template

You can customize the Summary report template to contain the information that you want to include in a report. You can generate a Summary report for an individual server or for an entire server group.

The Summary report template that you create appears in the Report Templates table. You can modify the template at any time.

If you configure the template to create reports on demand, you can generate the report from the Reports > Report Templates page. If you configure the template to generate a scheduled report, Mail Security automatically generates the report based on the schedule that you specify.

See “Generating a report on demand” on page 212.

---

**Note:** Mail Security supports emailing reports that are 5 MB or smaller only. You can view reports that are larger than 5 MB on the Reports page. Mail Security logs the generation of reports that are larger than 5 MB to the Windows Application Event Log.

Mail Security provides a wizard that helps you configure your report template.

**To identify the report to be created or modified**

1. Select the server or server group for which you want to generate a report. See “Modifying or viewing server or server group settings” on page 67.

2. In the console on the primary navigation bar, click **Reports**.

3. In the sidebar under **Views**, click **Report Templates**.

4. Do one of the following:

   - Create a new Executive Summary report template
   - Modify an existing report template.

   In the content pane, in the Report Templates table, double-click the template that you want to modify.
To configure the report template options

1. Under **Report Template Options**, in the Template name box, type a name for the report template.
   
   This option is available only when you create a new report template.

2. In the **Description** box, type a description for the template.

   
   This option is checked by default.

4. Under **Report format**, select the format in which you want Mail Security to generate the report.
   
   The default setting is PDF.
   
   See “About report output formats” on page 197.

5. Check **Email report to the following recipients** and type one or more addresses to which the report should be delivered.
   
   Separate entries with semicolons.

6. Click **Next**.

To configure on-demand report generation


2. Click **Next**.

To specify the report time range

1. Click the drop-down arrow in the Time Range box and select one of the following:
   
   - **Past Day**
     
     This is the default setting.
   
   - **Past Week**
   
   - **Past Month**
   
   - **Past Year**
   
   - **Customized**

2. If you select the Customized time range, in the customize time range boxes, click the drop-down arrows and select the start and end dates for the data that you want included in your report.
To configure scheduled report generation

1 Under **Report Generation Option**, click **Scheduled**.
2 In the **Generate report at** list, select the time of day to generate the report.
3 Click **Daily**, **Weekly**, or **Monthly**.
   - If you select Weekly, check the day(s) of the week to generate the report.
   - If you select Monthly, use the drop-down menu to select the day of the month to generate the report.
   - If you select Monthly, also ensure that you select a day that exists in each month. Otherwise, a report is not generated for that month. For example, if you select the 31st day of every month, reports are not generated for any month that has 30 days or less, such as February, April, June, September, and November.
4 Click **Next**.

To configure the report chart options

1 Under **Report Chart Options**, select any of the following:
   - Total violations chart
   - Threats and security risks chart
     - Also select the chart granularity using the drop-down menu.
     - The default setting is Week.
   - Content violation chart
     - Also select the chart granularity using the drop-down menu.
     - The default setting is Week.
   - Spam pie chart
2 Click **Next**.

To configure report content

1 Under **Executive Summary Template Options**, select the options that you want to appear in the Summary report.
   
   Data selections are as follows:
   - **Show scan summary**
     - Total items scanned
     - Total number of the files that were processed during the reporting period
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items scanned by Auto-Protect</td>
<td>Total number of the files that were scanned with Auto-Protect scanning during the reporting period</td>
</tr>
<tr>
<td>Items scanned by Manual scan</td>
<td>Total number of the files that were scanned with manual scanning during the reporting period</td>
</tr>
<tr>
<td>Items scanned by scheduled scan(s)</td>
<td>Total number of the files that were scanned with a scheduled scan during the reporting period</td>
</tr>
<tr>
<td>Items scanned by antispam scan</td>
<td>Total number of the files that were scanned with a spam scan during the reporting period</td>
</tr>
<tr>
<td>Show violation summary</td>
<td></td>
</tr>
<tr>
<td>Total violations</td>
<td>Total number of violations that were detected during the reporting period</td>
</tr>
<tr>
<td>Virus violations</td>
<td>Total number of virus violations</td>
</tr>
<tr>
<td>Content violations</td>
<td>Total number of filtering violations</td>
</tr>
<tr>
<td>Antispam violations</td>
<td>Total number of antispam violations</td>
</tr>
<tr>
<td>Show threats and security risks</td>
<td></td>
</tr>
<tr>
<td>Total threats</td>
<td>Total number of threats that were detected during the reporting period</td>
</tr>
<tr>
<td>Top threats table</td>
<td>Table of top threats that were detected during the reporting period</td>
</tr>
<tr>
<td>No. of items to include</td>
<td>Number of threats to include in the Top Threats Table</td>
</tr>
<tr>
<td>Unrepairable threats</td>
<td>Total number of unrepairable threats that were detected during the reporting period</td>
</tr>
<tr>
<td>Total security risks</td>
<td>Number of security risks that were detected during the reporting period</td>
</tr>
<tr>
<td>Mass-mailer threats</td>
<td>Number of messages in which mass-mailer threats were detected during the reporting period</td>
</tr>
</tbody>
</table>
Infection disposition

- **Threats repaired**
  Number of threats that were repaired during the reporting period

- **Threats deleted**
  Number of threats that were deleted during the reporting period

- **Threats quarantined**
  Number of threats that were quarantined during the reporting period

2. **Click Next.**

3. **Under Executive Summary Template Options**, select the data that you want to appear in the Executive Summary report.

   Data selections are as follows:

   - **Show content violations**

     - **Total content violations**
       Total number of the content violations that were detected during the reporting period

     - **Table of top content violations**
       Table of top content violations that were detected during the reporting period

     - **No. of items to include**
       Number of items to include in the Table of Top Content Violations

     - **Total attachments blocked**
       Total number of the attachments that were blocked during the reporting period

     - **Total multimedia/exe attachments blocked**
       Total number of the multimedia or executable attachments that were blocked during the reporting period

     - **Total encrypted attachments blocked**
       Total number of the encrypted attachments that were blocked during the current reporting period

     - **Table of top attachments blocked**
       Table of top attachments that were blocked during the reporting period

     - **No. of items to include**
       Number of items to include in the Table of Top Attachments Blocked
Unscannable items  Total number of the unscannable items
that were blocked during the reporting
period

- Spam options

Spam by category  Total number of spam messages in each
spam category that were identified during
the reporting period

You must check the "Include spam data" box on the Reports Settings page to
view data about spam in the Summary report.

See “Specifying the duration for storing data in the Reports database”
on page 193.

4  Click Next.

5  Under Executive Summary Template Options, check Show server
information.

6  Select the data that you do want to appear in the Executive Summary report.

7  Click Finish.

8  On the toolbar, click Deploy changes to apply your changes.

See “Deploying settings and changes to a server or group” on page 63.

Creating or modifying a Detailed report template

The Detailed report templates that you create appear in the Report Templates table.
You can modify the template at any time.

If you configure the template to create reports on demand, you can generate the
report from the Reports > Report Templates page. If you configure the template to
generate a scheduled report, Mail Security automatically generates the report based
on the schedule that you specify.

See “Generating a report on demand” on page 212.

Note: Consider limiting the date range to less than 30 days. Generating a Detailed
report over 30 days might consume large amounts of computer memory, depending
on the number of violations that are in the report database.
Mail Security provides a wizard that helps you configure your report template.

To identify the report to be created or modified

1. Select the server for which you want to generate a report.
   
   Creating a Detailed report for a server group is not supported.
   
   See “Modifying or viewing server or server group settings” on page 67.
   
2. In the console on the primary navigation bar, click Reports.

3. In the sidebar under Views, click Report Templates.

4. Do one of the following:

   In the sidebar under Tasks, click New template.

   Create a new Detailed report template.

   In the content pane, in the Report Templates table, double-click the template that you want to modify.

To configure the report template options

1. In the Report Template Options panel, in the Template name box, type a name for the report template.
   
   This option is only available only when you are create a new template.

2. In the Description box, type a description for the template.


4. Under Report format, select the format in which you want Mail Security to generate the report.
   
   The default setting is PDF.
   
   See “About report output formats” on page 197.

5. Check Email report to the following recipients and type one or more addresses to which the report should be delivered.
   
   Separate entries with semicolons.

6. Click Next.
To specify the report time range

1. Click the drop-down arrow in the Time Range box and select one of the following:
   - Past Day
     This is the default setting.
   - Past Week
   - Past Month
   - Past Year
   - Customized

2. If you select the Customized time range, in the customize time range boxes, click the drop-down arrows and select the start and end dates for the data that you want included in your report.

To configure on-demand report generation

2. Click Next.

To configure scheduled report generation

2. In the Generate report at list, select the time of day to generate the report.
3. Click Daily, Weekly, or Monthly.
   - If you select Weekly, check the day(s) of the week to generate the report.
   - If you select Monthly, use the drop-down menu to select the day of the month to generate the report.
   - If you select Monthly, also ensure that you select a day that exists in each month. Otherwise, a report is not generated for that month. For example, if you select the 31st day of every month, reports are not generated for any month that has 30 days or less, such as February, April, June, September, and November
4. Click Next.
To configure report content

1. Under **Detailed Template Options**, in the **Type of violation** list, use the drop-down menu to select the type of violation that you want to appear in the report.

2. In the **Sender filter** box, type an identifying characteristic of the sender whose messages will appear in the report.

   This can be the domain name or address of the sender, or a name or word, or a wildcard expression.

   If the sender is a member of your Active Directory group, use the user name instead of the full email ID. For example, you would use John_Doe instead of John_Doe.symantecsecurity.com.

3. In the **Violation filter** list, do one of the following:

   - To select a predefined violation filter
     - Click the drop-down menu and select a predefined violation filter.
     - The list consists of the default rules (for example, Basic Virus Rule) that are provided when you install the product. Filter selections vary based on the type of violation that you choose.

   - To select a user-defined content filtering rule
     - Click the drop-down menu and select **User Defined Rule**.
     - Click the drop-down menu in the Rule name box and select one of the content filtering rules that you created.

4. Select the columns that you want to appear in the detailed report.

5. Click **Finish**.

6. On the toolbar, click **Deploy changes** to apply your changes.

   See “Deploying settings and changes to a server or group” on page 63.

Deleting a report template

You can delete a report template when it is no longer needed.

To delete a report template

1. In the console on the primary navigation bar, click **Reports**.

2. In the sidebar under Views, click **Report Templates**.
Managing reports

The following lists the tasks that you can do to reports:

- Configuring the initial setup of the report consolidation feature
- Generating a consolidated report
- Scheduling a consolidated report
- Generating a report on demand
- Accessing a report
- Printing a report
- Saving report data
- Deleting a report

Configuring the initial setup of the report consolidation feature

Mail Security supports generating a consolidated Summary report for all of the servers in a server group. Mail Security stores report information on each server in the location that you specify. When you generate a consolidated report, Mail Security pulls the report information for each of the servers to create the consolidated report.

To use the report consolation feature, perform the following initial setup tasks:
Specify the shared location to store reports

Mail Security lets you specify where you want each server to store the reports for consolidation. The location must be the same for each server in the group.

You must ensure that the full directory path exists on each server. For example, if you specify a directory path of \\Program Files\\Symantec\7.5\My Reports, ensure that each server contains this full directory path. You must also ensure that the path location has permission to allow read and write access.

Grant access for the Symantec Mail Security Utility service to access the shared storage location

The Symantec Mail Security Utility service must be able to access the shared storage location. Configure the service to run in an account that is a member of the local system administrators and domain users groups and has access to the shared storage location.

To specify the shared location to store reports

1. Select the server or server group that you want to modify.
   See “Modifying or viewing server or server group settings” on page 67.
2. In the console on the primary navigation bar, click Reports.
3. In the sidebar under Views, click Report Settings.
4. Under Report Consolidation, type the name of a valid UNC path. For example: \\
   \<serverip>\<location>

   The path must be less than 256 characters. The following characters are not supported in the path name:
   ~!@#$%^&*()+=|?;":\{

5. On the toolbar, click Deploy changes to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

To grant access for the Symantec Mail Security Utility service to access the shared storage location

1. In the Services MMC snap-in, select the Symantec Mail Security Utility service.
2. Right-click and select Properties.
3. Click on the Log On tab.
4. Under Log on as, select This account.
5 Type the user name and password (and confirm the password) of a valid account that is configured to be a member of the local system administrators and domain users groups and has access to the shared storage location.

6 Click **OK**.

7 Right-click and select **Restart** to restart the Symantec Mail Security Utility service.

**Generating a consolidated report**

When you are in a group view, you can generate a consolidated report of all of the servers in the group. You must do an initial set-up for the report consolidation settings before you generate a consolidated report. Consolidated reports can be generated for on-demand reports and scheduled reports. For on-demand reports, a single consolidated report is generated. But if a consolidated report is scheduled, then separate reports for each and every server in the group are generated.

See “Configuring the initial setup of the report consolidation feature” on page 207.

**To generate a consolidated report**

1 In the console on the primary navigation bar, click **Reports**.

2 In the sidebar under **Views**, click **Report Templates**.

3 In the Report Templates table, select the report that you want to generate.

4 In the sidebar under **Tasks**, click **Generate consolidated report**.

   You must be in a group view to generate a consolidated report.

5 In the **Operation Status window**, click **Close** when the operation is complete.

**Scheduling a consolidated report**

When you are in a group view, you can schedule the generation of consolidated reports on a daily, weekly, or monthly basis. You must do an initial setting of the parameters required to schedule a consolidated report generation.

Before you schedule a consolidated report, under **Server/group**, click **Change** and select a global group or sub group, if not already selected. Reports can be scheduled only on global groups or sub groups of exchange servers.

**Note:** Only summary reports can be scheduled.
To ensure that scheduling consolidated report works in a multi-domain environment

1. Launch the Server Manager from the Administrative Tools and browse to Roles > Active Directory Domain Services > Active Directory Users and Computers > <server_name> > Users.

2. Double-click SMSMSE Admins Properties panel and make the SMSMSE Admins group as a Universal security group, as illustrated.

   ![SMSMSE Admins Properties panel](image)

3. Save the setting and let the active directory replication complete.

4. Under the Members tab of the SMSMSE Admins Properties panel, add the domain user to the SMSMSE Admins group.

   The user who schedules the consolidated report is the domain user.

Note: Repeat steps 1 through 4 for every domain where SMSMSE is installed in the forest. SMSMSE Admins group from each domain must be changed to Universal security Group and the user account that is used for generating the reports must be added to SMSMSE Admins group.
The user account or the group (SMSMSE Admins) that is used for generating reports must have the **Log on as a batch job** permission on the SMSMSE console machine. To do this, go to **Start > Run** and type `secpol.msc` to launch the **Local Security Policy** console. Browse to **Local Policies > User Rights Assignment > Log on as a batch job** properties panel, as illustrated and add the user or the group SMSMSE Admins.

To schedule a consolidated report

1. In the Mail Security console, go to **Reports > Tasks > Schedule consolidated report**.
2. In the **Schedule consolidated report** panel, select **Enable Scheduling**. The default option select is **Disable Scheduling**.
3. Select a time in **hh-mm** format under the **Generate report at** box.
4. Select either **Daily, Weekly, or Monthly** option to schedule a consolidated report.
   - Daily - A report is generated daily, at the time that you set in step 3.
Weekly - Select one or more day(s) of a week to schedule a consolidated report.

Monthly - Select the day of the month from the Day drop-down list on which you want to schedule generation of a consolidated report.

5 Enter a password in the Please Enter Logged-in User Password input box. It is mandatory to provide the logged-in user password to schedule the task in Task Scheduler with the property Run whether user is logged on or not.

6 Click Ok to save the settings.

The SMSMSE report consolidation process needs to wait till the request gets routed to each server in the group. The default wait time can be changed. For more information refer the Mail Security Knowledge Base.

Generating a report on demand

After you create a report template, you can use it to generate reports of policy violation information. Mail Security automatically appends the current date and time to the name of your report template when it names the report. This lets you run the same report on different dates and compare the data.

See “Configuring the initial setup of the report consolidation feature” on page 207. See “Accessing a report” on page 212.

To generate a report on demand

1 In the console on the primary navigation bar, click Reports.

2 In the sidebar under Views, click Report Templates.

3 In the Report Templates table, select the report that you want to generate.

4 In the sidebar under Tasks, click Generate report if you are in a server view or Generate consolidated report if you are in a group view.

5 In the Operation Status window, click Close when the operation is complete.

Accessing a report

You can view a report from the console or from the Mail Security Reports folder. If you view a report from the console, you must be in a server view.

The Reports page in the console displays the following information:

Name Indicates the name of the report

Type Indicates the type of report (Detailed or Summary)
Date Created Indicates the date and time that the report was generated
Format Indicates the output format (PDF, HTML, or CSV)
Template Name Indicates the template from which the report was generated
Status Indicates the current status of the report generation

The report statuses are as follows:
- Ready: The report is generated and can be viewed.
- Generating: The report is currently being generated.
- Failed: The report generation has failed. The event is logged to the Windows Application Event Log.

A report can only be viewed when its status is Ready.

A generated report (scheduled or on demand) is also automatically saved in its own folder in the Mail Security Reports folder. You can browse to the folder location and view the report file.

The file is automatically deleted from the Mail Security Reports folder when you delete a report in the console.

See “Deleting a report” on page 215.

To access a report from the console
1 In the console on the primary navigation bar, click Reports.
2 In the sidebar under Views, click Reports.
3 In the content pane in the Reports table, do one of the following:
   - Select the report that you want to view, and in the sidebar under Tasks, click View report if you are in a server view or View consolidated report if you are in a group view.
   - Double-click the report.

See “Printing a report” on page 214.

See “Saving report data” on page 215.

To access a report from the Mail Security Reports folder
1 Right-click on the Start menu and select Explore.
2 Browse to the Mail Security Reports folder.

The default location is as follows:
\Program Files (x86)\Symantec\SMSMSE\7.5\Server\Reports
3 Double-click the report folder that contains the report that you want to view.

4 Do one of the following:

   For a report in .html format  Double-click the file to view it. The report appears the same as if it were accessed from the console.

   For a report in .pdf format  Double-click the file to view it. You must have Adobe Acrobat Reader installed to view reports generated in .pdf format.

   For a report in .csv format  Open the .csv file in a program such as Microsoft Excel to view it. Files created in .csv format contain raw data and must be viewed in a program that can interpret the data.

See “About report output formats” on page 197.

Printing a report

You can print a report if your printer is properly configured. Mail Security provides the features that let you configure the page set-up and preview the report. Print reports in landscape mode to prevent the data from being cut off at the right margin.

To print a report

1 In the console on the primary navigation bar, click Reports.

2 In the sidebar under Views, click Reports.

3 In the content pane in the Reports table, do one of the following:

   ■ Select the report that you want to view, and in the sidebar under Tasks, click View report if you are in a server view or View consolidated report if you are in a group view.

   ■ Double-click the report.

4 On the toolbar, do any of the following:

   Configure printer options  Click Page Setup.

   Preview the report  Click Print Preview.

   You can print the report from the Print Preview window.

   Print the report  Click Print.

5 Click OK.
Saving report data

You can save reports to the destination of your choice. This lets you manage and maintain your reports. It also lets you email reports or lets users access the reports that they want to view.

To save report data

1 In the console on the primary navigation bar, click Reports.
2 In the sidebar under Views, click Reports.
3 In the content pane in the Reports table, do one of the following:
   - Select the report that you want to view, and in the sidebar under Tasks, click View report if you are in a server view or View consolidated report if you are in a group view.
   - Double-click the report.
4 On the toolbar, click Save.
5 In the Save window, do the following:
   - In the File name box, type the name of the file.
   - In the Save as type box, select the file type.
   - In the Encoding box, select the encoding that you want to use.
     The default value is Unicode.
     This option only appears if you save the file in .htm or .html format.
6 Click Save.

Deleting a report

You can delete a report when it is no longer needed or after you have saved the report to a file location. This lets you manage the volume of reports on the Reports page.

See “Saving report data” on page 215.

When you delete a report in the console, the file is automatically deleted from the Mail Security Reports folder.

See “Accessing a report” on page 212.

To delete a report

1 In the console on the primary navigation bar, click Reports.
2 In the sidebar under Views, click Reports.
3 In the content pane in the Reports table, select the report that you want to delete.

4 In the sidebar under Tasks, click Delete report if you are in a server view or Delete consolidated report if you are in a group view.

**Resetting statistics**

You can reset statistics for reporting purposes. Resetting statistics also resets the Activity Summary information on the Home page.

**To reset statistics**

1 In the console on the primary navigation bar, click Reports.

2 In the sidebar under Views, click Report Settings.

3 Under Tasks, select one of the following:
   - Reset database statistics
     Purges all data from the Reports database.
     See “Purging the Reports database” on page 194.
   - Reset Home page statistics
     Resets the Home page statistics for Recent Activity, Total Violations, and Activity Summary data.
   - Reset all statistics
     Resets Home page statistics and database statistics

4 In the Operation Status window, click Close.
Keeping your product up to date

This chapter includes the following topics:

- Monitoring your version support status
- About keeping your server protected
- Updating definitions
- Distributing definitions to multiple servers
- About alert notifications for out-of-date virus definitions

Monitoring your version support status

Mail Security provides version support status information so that you know the support life cycle for the version of Mail Security that you are using. It also keeps you informed when a newer version of the product is available.

The version support status information is updated through LiveUpdate. You obtain updated version support status information automatically when you run a manual or scheduled LiveUpdate on a computer that has the product and the console installed. (You might have to refresh the console to see the updated version support status information after a manual or scheduled LiveUpdate runs.)

See “About keeping your server protected” on page 218.

You can also manually update the version support information from the Home page. Manually update your version support information from the Home page if you are on a computer that only has the Mail Security console installed or if you update definitions through Symantec Endpoint Protection or Symantec AntiVirus Corporate Edition.
The version support status information is stored by the console, and the console applies the information to all the servers that are managed by the console. This means that you only need to update the version support status in any view. The version support information is automatically updated for all of the servers that are managed in the server group. The version support information appears on the console for all of the servers in the group, but does not appear on the console for the individual server.

To monitor your version support status in a server view

1. In the console on the primary navigation bar, click **Home**.

   The version status information appears in the **Status** pane.

To monitor your version support status in a group view

1. In the console on the primary navigation bar, click **Home**.
2. In the **Status** pane, in the **Server** list, select the server for which you want to view version status information.

   The version status information appears below the Server List.

To manually update the version status information

1. In the console on the primary navigation bar, click **Home**.
2. In the **Status** pane, click **Refresh Version Details...**
3. In the **LiveUpdate** dialog box, click **Next**.

   This LiveUpdate session only searches for updates to your product. It does not search for or download updates to your definitions.

   See “About keeping your server protected” on page 218.
4. In the **LiveUpdate** dialog box, click **Finish** when LiveUpdate is complete.

To refresh the version status information on the Home page

1. In the console on the primary navigation bar, click **Home**.
2. Press **F5**.

About keeping your server protected

Mail Security relies on up-to-date information to detect and eliminate risks. One of the most common reasons that problems occur is that definition files are not up-to-date. Symantec regularly supplies the updated definition files that contain the necessary information about all newly discovered risks. Regular updates of that information maximize security and guard your organization's Exchange mail server against infections and the downtime that is associated with an outbreak.
Mail Security lets you update your protection from threats and security risks using the following tools:

**LiveUpdate**

LiveUpdate downloads and installs available definitions from the Symantec LiveUpdate server. LiveUpdate certified definitions undergo stringent testing and are updated daily.

LiveUpdate is enabled by default with a recommended daily schedule. However, you can modify the schedule.

See “Scheduling definition updates” on page 222.

**Rapid Release**

Rapid Release definitions provide the fastest response to emerging threats and are updated approximately every hour. Rapid Release definitions are delivered by FTP and provide reliable first-line protection.

Rapid Release definitions are created when a new threat is discovered. Rapid Release definitions undergo basic quality assurance testing by Symantec Security Response, but they do not undergo the intense testing that is required for a LiveUpdate release. Rapid Release definitions are updated by Symantec as needed to respond to high-level outbreaks and might be made available before the LiveUpdate definitions quality assurance process is complete. Rapid Release definitions provide a quick response to new threats and security risks and can be augmented later on by more robust detection capabilities in certified definitions.

Rapid Release definitions can be retrieved manually on demand.

See “Updating definitions on demand” on page 222.

Both methods let you update definitions on demand and automatically, based on the schedule that you specify. You can run Rapid Release definition updates instead of or in addition to LiveUpdate updates. For example, you can schedule daily LiveUpdate and then manually run Rapid Release when a new threat emerges.

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**Note:** Mail Security relies on the definition update process to keep the version support information current. Configure Mail Security to perform definition updates if you have multiple Symantec AntiVirus products on the same computer.

You must have a valid content license to update definition files. A content license is a grant by Symantec Corporation for you to update Symantec corporate software with the latest associated content, such as new definitions. When you do not have a content license or your license expires, your product does not receive the most current definitions, and your servers are vulnerable to risks.

See “About licensing” on page 55.
About setting up your own LiveUpdate server

The LiveUpdate Administration Utility lets you set up an intranet HTTP, FTP, or LAN server, or a directory on a standard file server to handle LiveUpdate operations for your network.

The LiveUpdate Administration Utility is available on the Mail Security product CD in the following location:

\ADMTOOLS\LUA\

For more information, see the LiveUpdate Administrator documentation on the Mail Security product CD in the following folder location:

\DOCS\LUA\

If you set up your own LiveUpdate server, you must edit the LiveUpdate configuration for Mail Security to point to the local LiveUpdate server.

For more information, contact Symantec service and support.

See “Where to get more information about Mail Security” on page 21.

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**Note:** If you use LiveUpdate Administrator to push definitions to Mail Security Servers, include the product Symantec Mail Security for Microsoft Exchange 7.5. to your product list in the LiveUpdate Administrator.

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Configuring a proxy server to permit LiveUpdate definitions

Some organizations use proxy servers to control connections to the Internet. To use LiveUpdate, you might need to specify the address and port of the proxy server as well as a user name and password. If needed, you can modify the proxy server configuration settings through LiveUpdate.

LiveUpdate can use an HTTP, FTP, or ISP proxy server.

**To configure FTP settings for LiveUpdate**

1. On the Windows menu, click Start > Control Panel.
2. In the Control Panel window, double-click Symantec LiveUpdate.
3. In the LiveUpdate Configuration dialog box, on the FTP tab, click I want to customize my FTP settings for LiveUpdate.

   When this setting is checked, the Use a proxy server for FTP connections option appears and is checked by default.
4. In the Address box, type the IP address of the FTP proxy server.
5 In the port box, type the port number.
   Typically, the port number for FTP is 21.
6 Click OK.

To configure HTTP settings for LiveUpdate
1 On the Windows menu, click Start > Control Panel.
2 In the Control Panel window, double-click Symantec LiveUpdate.
3 In the LiveUpdate Configuration dialog box, on the HTTP tab, click I want to customize my HTTP settings for LiveUpdate.
   When this setting is checked, the Use a proxy server for HTTP connections option appears and is checked by default.
4 In the Address box, type the IP address of the HTTP proxy server.
5 In the port box, type the port number.
   Typically, the port number for HTTP is 80.
6 If a user name and password are required to access the HTTP proxy server, under HTTP Authentication, click I need authorization to connect through my firewall or proxy server. Then type the user name and password in the boxes that appear beneath the option.
7 Click OK.

To use an ISP dial-up connection for LiveUpdate
1 On the Windows menu, click Start > Control Panel.
2 In the Control Panel window, double-click Symantec LiveUpdate.
3 In the LiveUpdate Configuration dialog box, in the ISP tab, click Customized settings for LiveUpdate.
4 Under Use this Dial-up Networking connection, do one of the following:
   ■ In the drop-down list, select the appropriate connection.
   ■ If the connection that you want to use is not found in the drop-down list, click Add, and then follow the Location Information Wizard instructions to add a connection.
5 Type your ISP user name and password.
6 Click OK.

**Updating definitions**

You can update definitions using any of the following methods:
■ Perform updates on demand.  
  See “Updating definitions on demand” on page 222.

■ Schedule automatic updates.  
  See “Scheduling definition updates” on page 222.

Updating definitions on demand

If you are in a single-server view, you can use LiveUpdate or Rapid Release to download the most current definitions on demand.

If you are in a group view, you can use LiveUpdate to download the most current definitions. After you update the definitions, distribute the updated definitions to the servers in your group.

See “Distributing definitions to multiple servers” on page 223.

To update definitions on demand for a single server

1 In the console on the primary navigation bar, click Admin.
2 In the sidebar under Views, click LiveUpdate/Rapid Release Status.
3 Under Tasks, select one of the following:
   ■ Run LiveUpdate Certified Definitions
   ■ Run Rapid Release Definitions (via FTP)
4 In the Operation Status window, click Close when the operation is complete.

To update definitions on demand for a server group

1 In the console on the primary navigation bar, click Admin.
2 In the sidebar under Views, click Group LiveUpdate Status.
3 Under Tasks, click Run LiveUpdate.
4 In the LiveUpdate options panel, click Start.
5 When LiveUpdate is complete, click Close.

Scheduling definition updates

You can schedule Mail Security to perform definition updates automatically. If you have multiple servers that you want to perform their own updates using the same settings, you can configure the settings in the Global Group view or a user-defined group view. When you deploy your changes, the settings are deployed to all of the servers in the group. If you configure LiveUpdate to run on a schedule and deploy the changes to a group, it runs at the specified time in the local time zone of each server.
To schedule definition updates

1. In the console on the primary navigation bar, click **Admin**.
2. In the sidebar under Views, click **LiveUpdate/Rapid Release Schedule**.
3. In the content pane, under LiveUpdate/RapidRelease Schedule, check **Enable automatic virus definitions updates**.
   This option is enabled by default.
4. Select one of the following:
   - Use Rapid Release definitions
   - Use Certified LiveUpdate definitions
   This option is enabled by default.
5. Under **Schedule**, select one of the following:
   - **Run every [ ]**, and then, using the drop-down menu, select the interval in hours that you want to run LiveUpdate or Rapid Release.
     The default value is 1 hour.
   - **Run at a specific time**, and then type the time of day (in 24-hour format) and check the day or days of the week that you want LiveUpdate to run.
     The default setting for LiveUpdate is to run at 10:56 A.M. every day of the week.
     This option is not available for Rapid Release.
6. On the toolbar, click **Deploy changes** to apply your changes.
   See “Deploying settings and changes to a server or group” on page 63.

**Distributing definitions to multiple servers**

Update LiveUpdate definitions on multiple servers by doing the following:

- **Perform a LiveUpdate**
  Perform a LiveUpdate so that you can distribute the most up-to-date definitions that are available.
  See “Scheduling definition updates” on page 222.
  See “Updating definitions on demand” on page 222.

- **Distribute the updated definitions to the servers in the group**
  Distribute the updated definitions to multiple servers so that all servers are protected. You must have a valid license for each server or the definitions cannot be applied.
  See “About licensing” on page 55.
About alert notifications for out-of-date virus definitions

Mail Security provides the following methods for notifying administrators when virus definitions are older than the configured number of days.

- An alert notification email is sent to the administrator.
- An event is logged in the system’s event log with event ID 404.

Mail Security checks at least once a day whether the current virus definitions are latest or out of date. If virus definitions are found outdated, then Mail Security sends an email notification to the administrator. Mail Security continues to send periodic notifications until it gets a new definition set.

Administrator can specify the frequency of sending notifications when an old definition is found. By default, an email notification is sent to the administrator after every six hours. Administrator can set the frequency of sending notifications at an hour-level granularity.

Administrator can configure the number of days an outdated virus definition can remain on the system after which an alert notification is sent. This configuration is done by specifying values for the registry keys DefsMonitorDaysThreshold and DefsMonitorResendIntervalInHr

The path for these registry keys for 32-bit platform is:
HKEY_LOCAL_MACHINE\SOFTWARE\Symantec\SMSMSE\7.5\Server\Components\LiveupdateConfig

The path for these registry keys for 64-bit platform is:
HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Symantec\SMSMSE\7.5\Server\Components\LiveupdateConfig

Table 12-1 lists the registry keys for this feature, their data types, and possible values.
### Table 12-1  Registry key settings

<table>
<thead>
<tr>
<th>Registry key</th>
<th>Data type</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>DefsMonitorDaysThreshold</td>
<td>REG_DWORD</td>
<td>Specifies the number of days after which a definition is considered as old and a notification is sent to the administrator. The default value of this registry key is two days. If the value of the registry key is set to zero, then administrator is not notified about the old virus definitions. The minimum value of this registry key is two.</td>
</tr>
<tr>
<td>DefsMonitorResendIntervalInHr</td>
<td>REG_DWORD</td>
<td>Specifies the interval (in hours) at which a notification is sent to the administrator. The default value of this registry key is six hours. The minimum value of this registry key is one.</td>
</tr>
</tbody>
</table>

**Note:** With this feature, Mail Security has discontinued using the older mechanism of sending alerts on LiveUpdate failure.
Using variables to customize alerts and notifications

This appendix includes the following topics:

- Alert and notification variables

Alert and notification variables

Mail Security lets you customize notification and alert messages by using variables.

Note: The percent (%) sign is used to surround variables in the replacement text and email notification boxes. However, when a single percent sign (%) is placed in the text, it is filtered out and does not appear in the email notifications.

Table A-1 lists the replacement variables that you can use in any violation notification.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%n%</td>
<td>Starts a new line in the notification message</td>
</tr>
<tr>
<td>%server%</td>
<td>Autofills with the name of the server on which a violation was discovered</td>
</tr>
</tbody>
</table>

Table A-2 lists the replacement variables that you can use in rule violation notifications.
### Table A-2  Replacement variables for rule violation notifications

<table>
<thead>
<tr>
<th>Variable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%action%</td>
<td>Autofills with the action description that is taken in response to a rule violation</td>
</tr>
<tr>
<td>%attachment%</td>
<td>Autofills with the name of the attachment in which a rule violation has been found</td>
</tr>
<tr>
<td>%datetime%</td>
<td>Autofills with the date and time of a violation</td>
</tr>
<tr>
<td>%details%</td>
<td>Autofills the details of the violation</td>
</tr>
<tr>
<td>%information%</td>
<td>Autofills with any general information available about the violation</td>
</tr>
<tr>
<td>%location%</td>
<td>Autofills with the name of the location at which a violation was discovered. For example, inbox, outbox, public folder</td>
</tr>
<tr>
<td>%recipient%</td>
<td>Autofills with the name of the intended recipient of a message in which a violation was discovered</td>
</tr>
<tr>
<td>%scan%</td>
<td>Autofills with the scan name that discovered a violation</td>
</tr>
<tr>
<td>%sender%</td>
<td>Autofills with the name of the sender of a message in which a violation was discovered</td>
</tr>
<tr>
<td>%subject%</td>
<td>Autofills with the contents of the subject line</td>
</tr>
<tr>
<td>%violation%</td>
<td>Autofills with the name of the violation detected</td>
</tr>
<tr>
<td>%ViolatingTerm%</td>
<td>Autofills with the list of violating terms that triggered content filtering policy</td>
</tr>
</tbody>
</table>

Table A-3 lists the variables that you can use in outbreak notifications.

### Table A-3  Replacement variables for outbreak notifications

<table>
<thead>
<tr>
<th>Variable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%count%</td>
<td>Autofills with the number of messages that violate the outbreak trigger</td>
</tr>
<tr>
<td>%threshold%</td>
<td>Autofills with the threshold level of an identified outbreak trigger</td>
</tr>
<tr>
<td>Variable</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>%trigger%</td>
<td>Autofills with the outbreak trigger name that detected an outbreak</td>
</tr>
<tr>
<td>%outbreak_rule%</td>
<td>Autofills with the outbreak rule name that triggers an outbreak</td>
</tr>
<tr>
<td>%outbreak_count%</td>
<td>Autofills with the number of times that an outbreak triggers</td>
</tr>
</tbody>
</table>

See “Configuring outbreak notifications” on page 186.
Troubleshooting

This appendix includes the following topics:

- Why a file triggers the Unscannable File Rule
- Reducing the incidence of malformed MIME false positives
- Common error messages
- Resolving installation issues
- Resolving consolidated report issues
- Resolving scanning issues
- About the Symantec Help utility

Why a file triggers the Unscannable File Rule

A file can trigger the Unscannable File Rule when Mail Security is unable to scan the file.

Some examples of when a file might trigger the Unscannable File Rule are as follows:
Mail Security cannot access the file. This can occur when another thread or process is accessing the file. For example, two separate antivirus software programs (a file system-based program and an email-based program) attempt to scan the same file simultaneously.

Configure your other antivirus programs to exclude certain folders from scanning. If another antivirus program scans the Exchange directory structure or the Mail Security processing folder, it can cause false-positive threat detection, unexpected behavior on the Exchange server, or damage to the Exchange databases.

See “About using Mail Security with other antivirus products” on page 50.

For information about how to prevent Symantec antivirus products from scanning the Exchange directory, go to the following Symantec Knowledge Base article:


The file is corrupt. Mail Security correctly identifies the file, but the file is corrupt.

The file is incorrectly identified. Mail Security misidentifies the file based on the message header. The actions that the program performs on the file are incorrect and invalid for the file type.

This can also occur in a file that contains invalid characters or values in the header.

The scanner or decomposer times out. The antivirus scanner or decomposer times out while attempting to scan the file.

This can occur when a file meets or exceeds the scanning limits that you specify.

See “Configuring file scanning limits” on page 93.
Reducing the incidence of malformed MIME false positives

A message body or attachment might trigger the Unscannable File Rule and appear in the Event Log as Event ID 218. However, the MIME container in the email appears to be correct.

You can either reduce the sensitivity for malformed MIME identification or disable detection of malformed MIME containers to reduce the incidence of malformed MIME false positives.
To reduce malformed MIME identification sensitivity

- Create or modify the following DWORD registry value:

  HKEY_LOCAL_MACHINE\Software\Wow6432Node\Symantec\SMSMSE\7.5\Server\DecMIMEIdentificationStrength

  The value can be a decimal between 1 and 5. The higher the number, the lower the sensitivity, which reduces the incidence of false positives.

To disable malformed MIME container detection

- Create or modify the following DWORD registry value to decimal 0.

  HKEY_LOCAL_MACHINE\Software\Wow6432Node\Symantec\SMSMSE\7.5\Server\BlockMalformedContainers

Common error messages

Table B-1 lists some common error messages that might occur.

Table B-1 Common error messages

<table>
<thead>
<tr>
<th>Error message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Mail Security service is stuck in a starting state</td>
<td>The following are the most common reasons that the Mail Security service gets stuck in a starting state:</td>
</tr>
<tr>
<td></td>
<td>- There are timing conflicts with the operating system.</td>
</tr>
<tr>
<td></td>
<td>A solution is to make the Mail Security service dependent upon another service, such as the Microsoft Exchange Information Store service (MSEExchangeIS).</td>
</tr>
<tr>
<td></td>
<td>For more information, see the Microsoft Knowledge Base. On the Internet, go to the following URL:</td>
</tr>
<tr>
<td></td>
<td><a href="http://support.microsoft.com/default.aspx?scid=kb;en-us;193888">http://support.microsoft.com/default.aspx?scid=kb;en-us;193888</a></td>
</tr>
<tr>
<td></td>
<td>- The Temp and Quarantine folders are not excluded from being scanned by other antivirus products.</td>
</tr>
<tr>
<td></td>
<td>The Temp and Quarantine folders are located in the following directories:</td>
</tr>
<tr>
<td></td>
<td>- \Program Files (x86)\Symantec\SMSMSE\7.5\Server\Temp</td>
</tr>
<tr>
<td></td>
<td>- The exclusion of the above Temp folder is critical to the operation of the product. The product uses the Temp folder as a processing folder.</td>
</tr>
<tr>
<td></td>
<td>- \Program Files (x86)\Symantec\SMSMSE\7.5\Server\Quarantine</td>
</tr>
<tr>
<td>Spam data is not collected by default</td>
<td>If spam-related data does not appear in reports, ensure that the &quot;Include spam data&quot; checkbox is enabled on the Report Settings page.</td>
</tr>
<tr>
<td></td>
<td>See “Specifying the duration for storing data in the Reports database” on page 193.</td>
</tr>
</tbody>
</table>
Table B-1 Common error messages (continued)

<table>
<thead>
<tr>
<th>Error message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannot connect to server</td>
<td>One possible cause for this error is if the Domain Controller is running on the same server as Microsoft Exchange. Microsoft acknowledges this as a defect and has provided a manual workaround for this issue. For more information, refer to the Microsoft Knowledge Base. On the Internet, go to the following URL: <a href="http://support.microsoft.com/?id=824308">http://support.microsoft.com/?id=824308</a> This article references ASP.NET 1.1, but the article also applies to ASP.NET 2.0.</td>
</tr>
<tr>
<td>Unique identifier (UID) errors might occur in Outlook or Outlook Express when using IMAP</td>
<td>This error can occur when the mail client is open on the desktop at the same time a violation is detected on the server. These warnings can be ignored. Refresh the mailbox. Outlook, Exchange, and Mail Security will continue to function normally.</td>
</tr>
</tbody>
</table>

Resolving installation issues

You may encounter installation and post-installation issues. Web links can assist you to resolve these issues. They provide information about product installation and configuration details and are available for both 32-bit and 64-bit installers.

You are recommended to access Web links to resolve any issues you may encounter during installation and post-installation.

To access Web links during wizard based installation

◆ During wizard based installation, you can access the Web links from the wizard.

From the MSI installer user interface, click the link for which you need information.

To access Web links during silent installation

◆ During silent installation, you can access the Web links from the installer log file.

The log file locations are:

■ For 32-bit installer, C:\Documents and Settings\Administrator\Local Settings\Temp\ SMSMSE70_setup.log
■ For 64-bit installer, C:\Users\Administrator\AppData\Local\Temp\ SMSMSE70_setup.log

To access Web links during remote installation

◆ During remote installation, you can access the Web links from the installer log file on the remote machine.
The log file locations are:

- For 32-bit installer, `C:\Documents and Settings\Administrator\Local Settings\Temp\ SMSMSE70_setup.log`
- For 64-bit installer, `C:\Users\Administrator\AppData\Local\Temp\ SMSMSE70_setup.log`

**Note:** Each installation error and warning in the log file has a URL. You can copy and paste the URL from the log file on to the browser to view the instructions.

Table B-2 lists the errors you might encounter during remote installation and how to resolve them.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the user name that you provide while logging on to Windows is not a member of the Local Administrators group on the remote server, then the following message appears: &quot;Access to the network resource was denied.&quot;</td>
<td>Ensure that the user is a member of the Local Administrators group and retry the remote installation process.</td>
</tr>
</tbody>
</table>
| The following error occurs due to any of the following causes:  
  - The user name that you provide while logging on to Windows is not a member of **Organization Management**, one of the Exchange security groups.  
  - The Active Directory is not in sync maybe because of the Active Directory replication latency.  
  "Error in assigning Application Impersonation right to user. Please check whether SMSMSE_RBAC right is already there or change user name." | Ensure that the user is a member of **Organization Management** and that the Active Directory objects are replicated correctly. Start the remote installation process again. |
| During the installation of Mail Security on remote mailbox role, if you provide login credentials of a user who is not a member of the **Organization Management** group, then the Mail Security service does not start. | Ensure that you provide the user name and password of a user who is a member of the **Organization Management** group. |
Sometimes it takes a long time during the launch of Mail Security console when .NET Framework 2.0 is installed on your system. If you are running .NET Framework 2.0, then it is recommended that you install SP1 of .NET Framework 2.0. However, you do not experience delay in launching Mail Security console on systems with higher versions of .NET Framework installed.

To reduce time during the launch of Mail Security console

1. Start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the Advanced tab, and then locate the Security section.
4. Uncheck **Check for publisher’s certificate revocation** and then click **OK**.
5. After the installation is complete, check **Check for publisher’s certificate revocation**.

**Note:** The **Check for publisher’s certificate revocation** option is set on a per-account basis.

### Resolving consolidated report issues

**Table B-3** lists the issues that you might encounter when working with consolidated reports.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export/import of scheduled consolidated reports is not supported.</td>
<td>Recreate the scheduled consolidated reports after you import settings.</td>
</tr>
<tr>
<td>Multiple users performing a <strong>Reset to factory defaults</strong> task</td>
<td>If user A has created some consolidated report schedules and user B tries to perform the <strong>Reset to factory defaults</strong> task, then only the schedules that are created by user B get deleted. Schedules that are created by user A are retained. SMSMSE ensures that, the schedules that remain in the Task Scheduler after you perform the <strong>Reset to factory defaults</strong> task are not triggered.</td>
</tr>
</tbody>
</table>
Table B-4 lists the issues that you might encounter when scanning your Exchange servers for threats and violations.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual or scheduled scan does not work if you install Exchange Server 2007 SP3 on Windows Server 2008 R2 without installing a hot fix.</td>
<td>Perform the installation in the following sequence to resolve this issue:</td>
</tr>
<tr>
<td></td>
<td>■ Install Windows Server 2008 R2.</td>
</tr>
<tr>
<td></td>
<td>■ Install the hot fix that is available at the following URL:</td>
</tr>
<tr>
<td></td>
<td><a href="http://support.microsoft.com/kb/982720">http://support.microsoft.com/kb/982720</a></td>
</tr>
<tr>
<td></td>
<td>■ Install Exchange Server 2007 SP3.</td>
</tr>
<tr>
<td></td>
<td>■ Install Mail Security for Microsoft Exchange Server.</td>
</tr>
</tbody>
</table>

About the Symantec Help utility

The Symantec Help (SymHelp) utility is a cross-product diagnostic utility that identifies the common issues that you may encounter when you use Mail Security. This utility helps you to diagnose and resolve these issues.

The SymHelp utility is a collection of script files. These script files are copied to a temporary directory on your local computer and are deleted when you exit the utility. The utility gathers information about the problem on your computer and helps you to diagnose it. You can also use the utility to ensure that your computer meets the minimum requirements to install any supported Symantec products.

To download the SymHelp utility from the Mail Security console, click Help > Download Support Tool.

Alternatively, you can go to the following Symantec Knowledge Base article to access information about how to download the SymHelp utility:

http://www.symantec.com/business/support/index?page=content&id=TECH170752

For information about how to use the utility, go to the following Symantec Knowledge Base article:

http://www.symantec.com/business/support/index?page=content&id=TECH170735

When you run the utility, a series of diagnostic reports are generated. For information about the Mail Security diagnostic reports, go to the following Symantec Knowledge Base article:
http://www.symantec.com/business/support/index?page=content&id=TECH171013

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