Welcome to **Trend Micro Hosted Email Security**

Trend Micro Hosted Email Security, rated #1 for anti-spam and #1 for anti-malware, provides always-up-to-the-minute email security with no maintenance required by IT staff for more than 30,000 companies around the world.

Getting started is as easy as 1-2-3. If you have any issues, please contact our 24x7 support at http://esupport.trendmicro.com. Also, please refer to our Glossary of Terms printed on the other side of this Quick Start Card.

1. CREATE
your Hosted Email Security account

- Complete the Hosted Email Security trial request form by entering your contact information and choosing a user ID and password. Click **Submit**.
- Trend Micro will confirm your account with an email confirming your user name and password, and a link to your Hosted Email Security *administrative console*.
- Have your mail server *domain* name and *IP address* ready for step 2.

2. ACTIVATE
your Hosted Email Security account

- Click on the *administrative console* link included in your confirmation email. and log in; you will be automatically routed to the "Add Mail Server" page.
- Enter your mail server domain name and mail server IP address in this page and then click on the **Add Domain** button to activate your account.
- You will then receive a confirmation email with additional information for re-directing your *MX record*.

  Tip: It's recommended that you add a list of Approved Senders when you activate your account to maximize spam blocking efficiency.

3. START
using Hosted Email Security by redirecting your MX record

- You will receive an activation confirmation email with directions about how to re-direct your MX record.

  Tip: Do not redirect your MX record until you receive the confirmation email. If you redirect your MX record before your activation is confirmed, some emails may be lost.

- To redirect your MX record, change your current DNS MX record to the MX record provided in your confirmation email.

  Tip: You can make this change manually if you have direct access to your DNS server or by contacting your onsite mail server administrator or your preferred reseller or IT consultant. If your email is hosted through an Internet Service Provider (ISP), they can redirect your MX record for you.

- It can take up to two days for computers around the world to recognize your MX record update. During this transition, some inbound email may not be filtered by Trend Micro Hosted Email Security.

  It's really that easy.

Trend Micro Hosted Email Security: Glossary of Terms

Administrative console | Your Hosted Email Security *administrative console* is a centralized command center that allows you to quickly and easily configure your email security settings.

DNS | The *domain name system (DNS)* translates domain names into *IP addresses* so that all online devices can be easily located and tracked worldwide.

Your *DNS* server operates like a phone book. When a user types in a domain (www.trendmicro.com), the *DNS* server automatically associates in milliseconds an *IP address* with that name. It's like matching a phone number to the name of a person or business (only much, much faster).

Domain | Your *domain* is what you type into a browser to locate your site. For example, trendmicro.com is the *domain* for the Trend Micro mail server.

IP address | Your *IP address* is the unique numeric address that corresponds to your *domain*—for instance, your *IP address* might be 12.3.45.67.

To find the *IP address* of your PC, go to the Windows Start menu and select "Run." In the dialog box, enter "cmd." You'll be taken to a black screen, where you'll enter "ipconfig." Your *IP address* should appear immediately.

MX record | The *MX* (short for mail exchanger) record determines how emails are routed to your *domain*. In order to route messages destined for your *domain* through Trend Micro Hosted Email Security, you will need to redirect the *MX record* within your DNS server.

Our Hosted Email Security service will scan and filter all email with our automated, pass-through technology (i.e. with no human intervention), and then forward all valid email with no more than one minute email delivery delay.