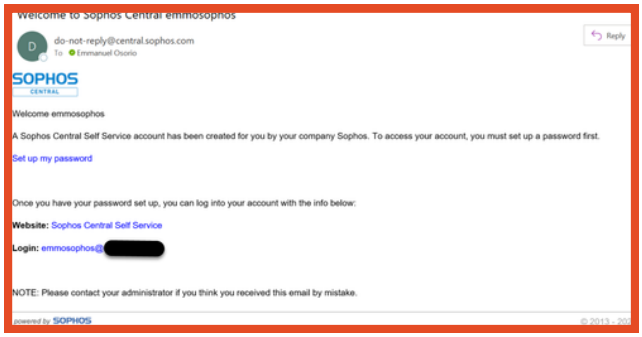
Setting up your SOPHOS self service portal

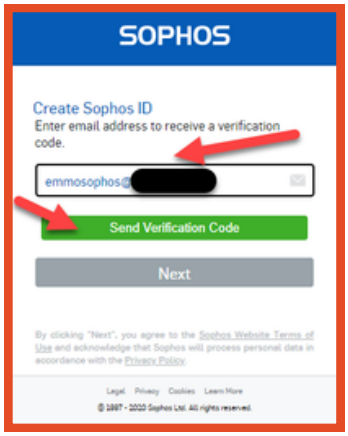
SOPHOS SELF-SERVICE PORTAL LETS YOU MANAGE YOUR QUARANTINE, ALLOW/BLOCK SENDER LIST, AND CHECK ALL INBOUND EMAIL FROM AN EMERGENCY INBOX.

Once your Admin has added you to Sophos Central, you will receive a “Welcome to Sophos Central” email.

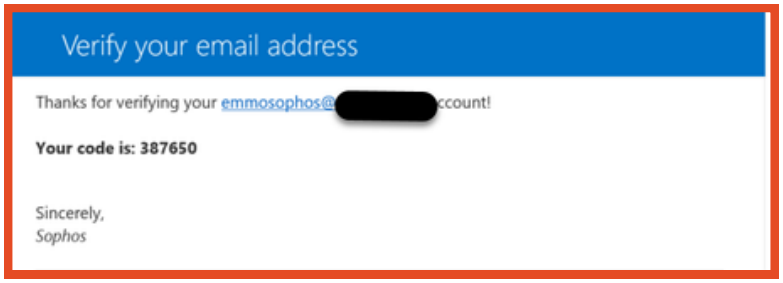


To start setting up your account click:

1. Set up my password
A window will ask you to enter your email address so that you can receive a Verification Code.

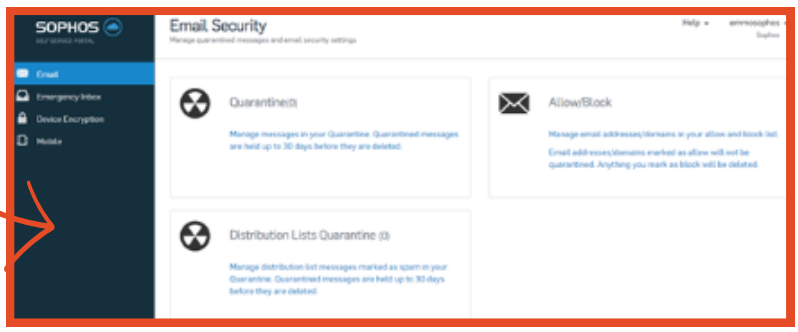


2. Verify email address
Check your mailbox for a new email with the subject “Sophos Account email verification code.”



3. Verification code.
Enter the verification code in the previous window and click “Verify Code” followed by “Next”.

4. Land on your SSP Self Service Portal) page.
From the Self Service Portal (SSP), you can manage your own Allow/Block list and, check your Quarantine Messages. If you have been given the role of a Distribution List owner you can also manage the quarantine for your Distribution list.
The Emergency inbox allows you to view and manage your email address from the last 14 days.



(877) 407-7888 support@alignedtek.com www.alignedtek.com