

Planned Portal Update for Websense® Cloud Email Security

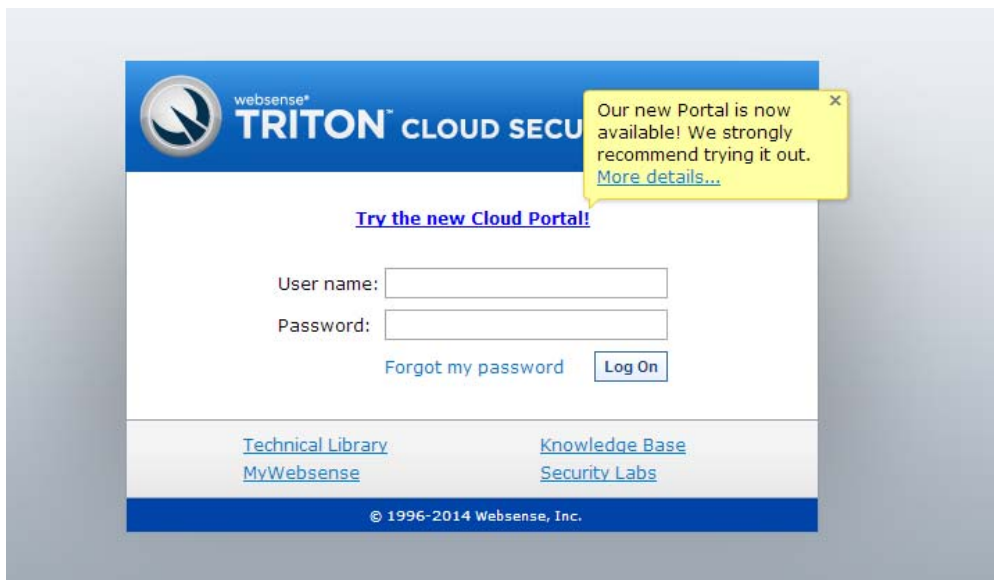
Updated: 2-September-2014

Applies to:	Websense Cloud Email Security, 2014 Release 5
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Introduction

The latest version of the Websense cloud portal, available from mid-September 2014, will offer an updated and significantly improved user interface experience. The portal's look and feel has been redesigned for visual clarity and ease of navigation.

You will be able to switch to the new look and feel when you are ready to do so, from the logon screen.



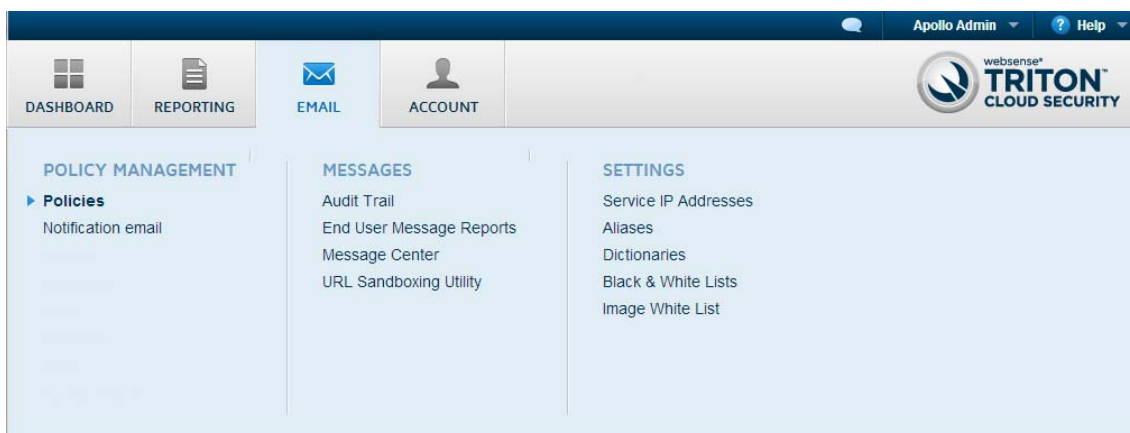
The look and feel switches over immediately. The change applies to just your administrator account; all other administrators in your organization can switch over when they are ready.



For a limited period, you will be able to switch between old and new versions of the portal on the logon screen before an automatic upgrade is implemented. To revert to the previous version of the portal, click the **Revert** link at the bottom on the logon screen. Regular notifications will be sent via email and portal alerts to tell you when this transition period will end.

What has changed?

The new look and feel replaces the left-hand navigation menu with drop-down menus available from the tabs in the toolbar. Click **Email** to see all of your Cloud Email Security options.

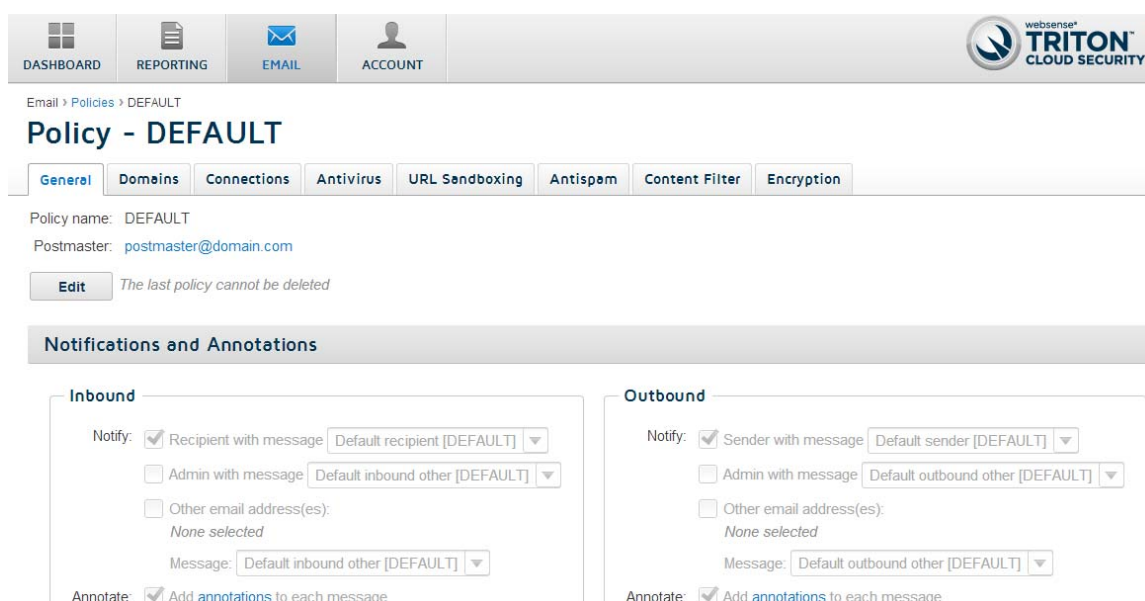


Click **Email** again to close the menu.

Note that there is no longer a **Home** tab in the toolbar. You can find the options previously located under **Home** in the following places:

- ◆ To see your email dashboards, click **Dashboard**.
- ◆ To access your email and account reports, including any saved reports, click **Reporting**. Email and saved reports were previously available under **Email Security**.
- ◆ To access your Support options, including links to the Websense Technical Library and the Knowledge Base, click the **Help** menu in the top right corner. Note that release notes are now located in the Technical Library, and are accessible with a MyWebsense account.
- ◆ To change your password, click **Account** and then select **My Account** from the drop-down menu.

The pages in the portal all have a new look and feel. The example below shows how an email policy now appears.



Policy name: DEFAULT
Postmaster: postmaster@domain.com

Notifications and Annotations

Inbound

Notify: ☒ Recipient with message Default recipient [DEFAULT] ▼
☐ Admin with message Default inbound other [DEFAULT] ▼
☐ Other email address(es):
None selected
Message: Default inbound other [DEFAULT] ▼

Annotate: ☒ Add annotations to each message

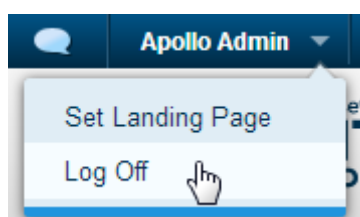
Outbound

Notify: ☒ Sender with message Default sender [DEFAULT] ▼
☐ Admin with message Default outbound other [DEFAULT] ▼
☐ Other email address(es):
None selected
Message: Default outbound other [DEFAULT] ▼

Annotate: ☒ Add annotations to each message

The only terminology change for Cloud Email Security customers to note is that “per-user configurations” in policies are now referred to as “exceptions”.

Finally, when you are ready to log off, click the arrow next to your administrator account name and select **Log Off**.



What has not changed?

The available features in the portal and your account information are unchanged as a result of this update.

Further information

If you are also a Cloud Web Security Gateway customer, see the document [Portal Update for Websense Cloud Web Security Gateway](#).