

Anti-Spam 2 – Permanently Blocking or Allowing Email

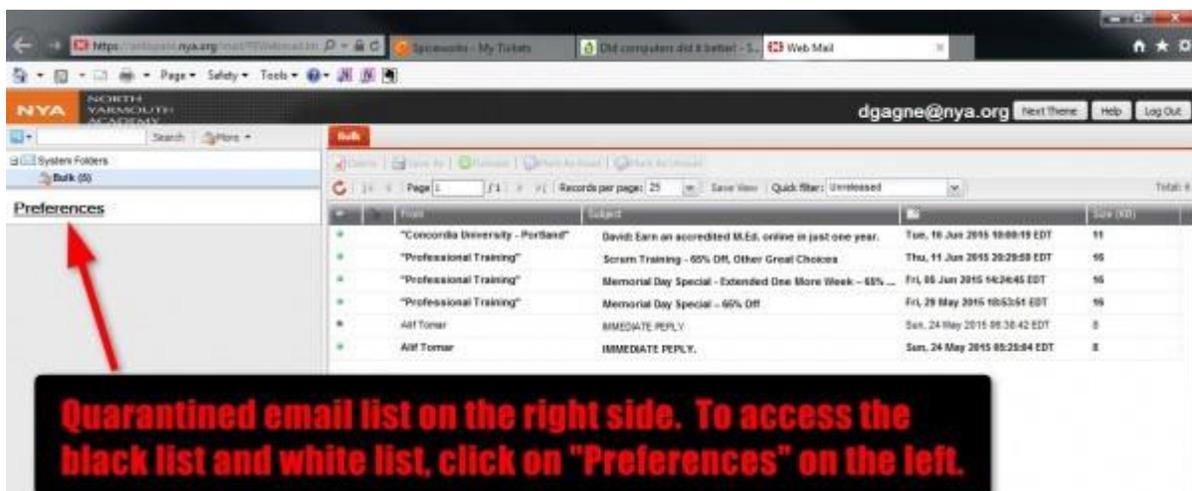
AntiSpam Help Sheet 2 – Permanently Blocking or Allowing Email

This help sheet explains how the anti-spam software can be used to block unwanted email that is finding its way past the spam system and into your Outlook inbox or to “greenlight” an email address that is incorrectly blocked.

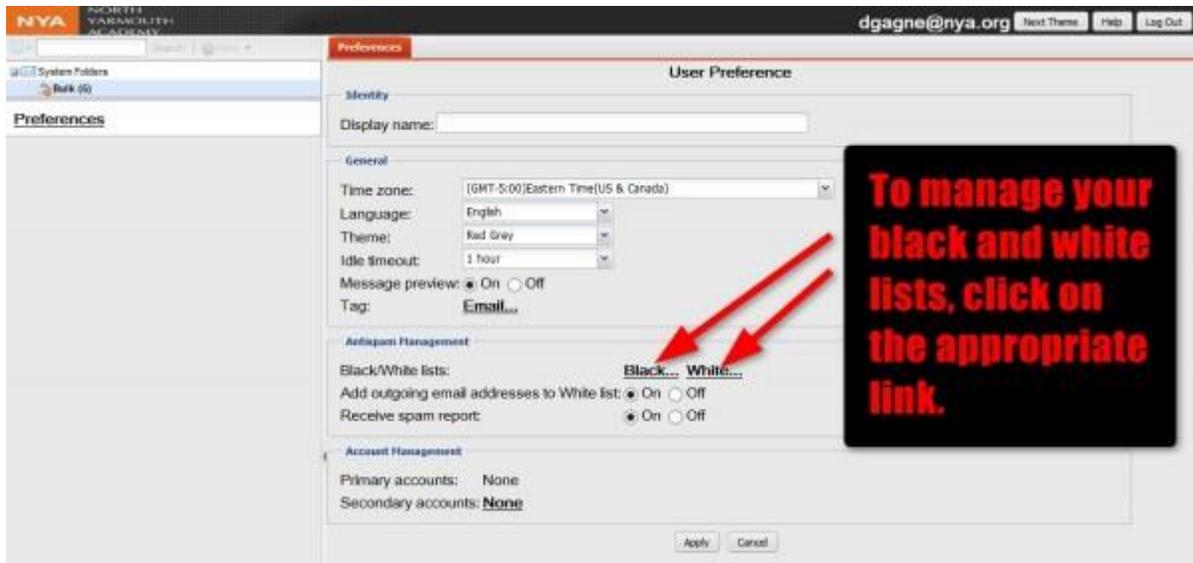
Managing Your Black List and White List

As mentioned in the first help sheet, you can have more control over what does and does not come into your email inbox using the antis spam software. Generally you will not need these instructions unless you are having an issue with income emails getting blocked (often noticed when someone asks you why you never responded to their important email) or too much spam getting through. **It is easier and faster to control these options at your level instead of having the IT department manage it, as it will be personalized to your needs.**

1. At the bottom of the quarantine notification there is a link **“to view your entire quarantine inbox or manage your preferences, Click Here”**. Click on that link or type <https://antispam.nya.org/mail/> into your browser to the login screen.
2. A new tab will open in your web browser asking for your name and password. Enter your NYA user name (e.g. “dgagne”) and your password and click “Login”.
3. You will see a screen with any quarantined emails on the right-hand side. To access the black list, the white list, and any other preferences click on “Preferences” on the left.



4. The only important preferences on this screen are the management of the black list and white list, accessible by the two links shown below.



5. Below is the screen for managing a black list. The white list looks and functions the same way. Enter an email address (e.g. hatemail@shadyinternetsite.com) or a domain (e.g. virus.com) that you wish to block into the top box and then click “Add”. Your entry should appear in the list box below. To remove items from the list, highlight by clicking on the item once, and then click “Remove Selected” below the box. Click “Cancel” at the bottom or the “X” in the top right when you are done.

List Setting of dgagne@nya.org

Black List: Email received from these addresses / domains / IPs will be discarded

*@spamalot.com
givemeyourcreditcard#@nigerianprince.gov
hatemail@shadyinternetsite.com
virus.com

Backup/Restore the list:

Backup **Restore**

This screen works the same way for white lists and black lists. Type an email address into the top box and click "Add" to include it on the list. You could also enter an entire domain to block, such as "virus.com". Click "Refresh" at the bottom to see the updated list after making changes.