

Email Safelist and Blocklist

Adding sites to an Ironport personal safelist or blocklist

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

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Authored by: Digital Services

Email Safelist and Blocklist

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Email Safelist and Blocklist

Ironport Spam Quarantine

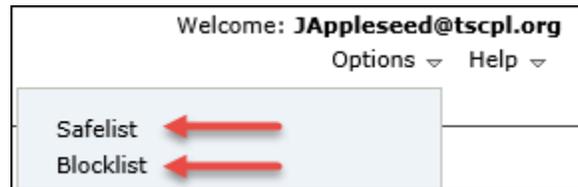
To access our Ironport Spam Quarantine, go to <https://spam.tscpl.org:83> and enter your windows username and password.



The screenshot shows the login interface for TSCPL.ORG SPAM Quarantine. At the top left is the TSCPL.ORG logo, and at the top right is the text 'SPAM Quarantine'. Below the logo, there is a message: 'Log in using your windows credentials to view your quarantine settings.' Underneath this message is a login form with a blue header labeled 'Login'. The form contains two input fields: 'Username:' with the text 'jdoe' and 'Password:' with a masked password of ten dots. A blue 'Login' button is located at the bottom right of the form.

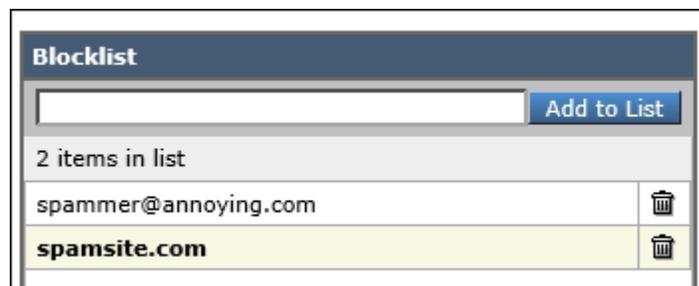
Configuring Safelist / Blocklist

In the top right-hand corner, click Options > Safelist or Options > Blocklist



Blocklist

You can add individual senders to the blocklist, or even an entire domain
Simply enter the name in the space provided, and click **Add to List**



The screenshot shows the 'Blocklist' management interface. At the top is a blue header labeled 'Blocklist'. Below the header is a text input field and a blue 'Add to List' button. Underneath the input field, it says '2 items in list'. There is a table with two rows. The first row contains the email address 'spammer@annoying.com' and a trash icon. The second row contains the domain 'spamsite.com' and a trash icon. The second row is highlighted in yellow.

Items in this list will always be blocked as spam

Email Safelist and Blocklist

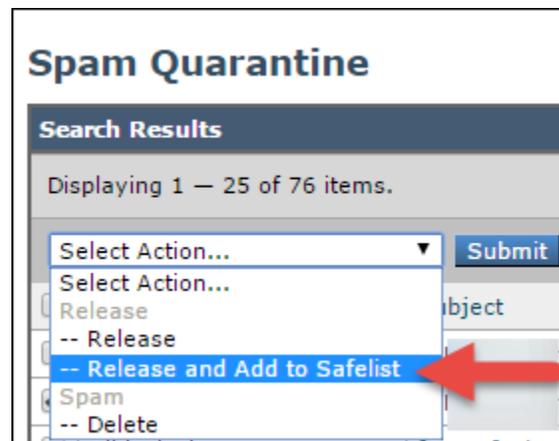
Safelist

Similarly, you can explicitly trust certain users or sites altogether from the Safelist menu



Items in this list will never be blocked as spam

Safeguarding an email from future blocks can also be done from the email quarantine message delivered to your Inbox. Simply find the message that should not be quarantined, check the box next to it, and from the drop down menu choose **Release and Add to Safelist**



This sender will be trusted from now on

Remove an item from Safe/Block list

If you accidentally add an item, simply log in and click the trash can next to the item

