Email

How do I add an email address to my Safe List? (Faculty/Staff)

What is a "Safe List?"

Your Safe List is a filtered list of email addresses that will always be allowed to deliver to your Exchange mailbox. You can add and remove email addresses from your personal Safe List.

How do I access my Safe List?

1. Go to the website https://spam.fit.edu
2. Login with your email address (ex: username@fit.edu) and TRACKS password.
3. On the right-hand side, click on the silhouette icon:
4. From the drop-down menu, click on “Preferences”.
5. Under the “Antispam Management” section, click the word “Safe.”
6. Type the email address that you want to permanently allow in the textbox:

   ![Safe List](image)

   Safe List: Email received from these addresses / domains / IPs will always be accepted

   ![Email Addresses](image)

   - donotreply@domain.com
   - noreply@domain.com
   - username@outlook.com

   Total: 3

7. Click the "+" button.

8. When finished click the "Close" button at the bottom-right of the window.

9. Click the “OK” button in the bottom-left to save the preference.