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](https://spam.fit.edu)
2. Login with your email address (ex: [username@fit.edu](mailto: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:

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.