

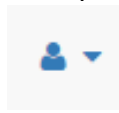
Email

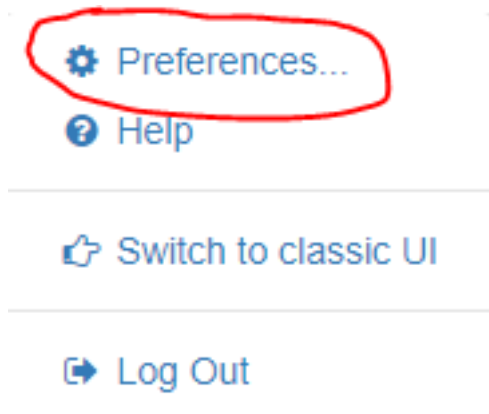
How do I add an email address to my Block List? (Faculty/Staff)

What is a "Block List?"

Your Block List is a filtered list of email addresses that will always be blocked from being delivered to your Exchange mailbox. You can add and remove email addresses from your personal Block List.

How do I access my Block 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 "**Preferences**".



5. Under the "**Antispam Management**" section, click the word "**Block.**"

Email

User Preference

Account Settings

Display name:

Language:

Time zone:

Secondary accounts: [\[Edit...\]](#)

General Settings

Idle timeout:

Default page size:

Antispam Management

Block/Safe lists: [\[Block...\]](#) [\[Safe...\]](#)

Add outgoing email addresses to Safe list:

Receive spam report:

6. Type the email address that you want to permanently block in the textbox:

Block List

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

No data



Close

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.

Unique solution ID: #1211

Email

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