

# Email

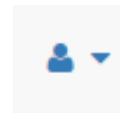
## How do I add an email address to my Safe List? (Faculty/Staff)

### 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.

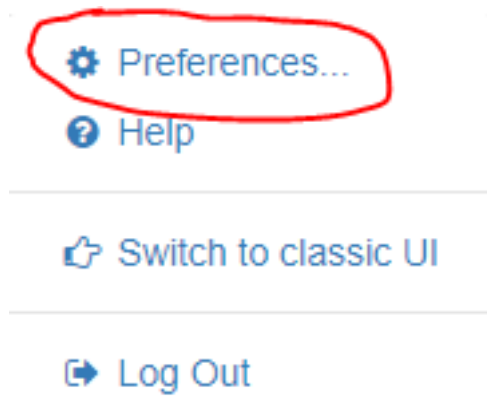
### How do I access my Safe List?

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.**"

# 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 allow in the textbox:

## Safe List

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

Total: 3

donotreply@[REDACTED].com

noreply@[REDACTED].com

[REDACTED]@outlook.com



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.

# Email

Unique solution ID: #1212

Author: Tech Support

Last update: 2017-07-11 16:47