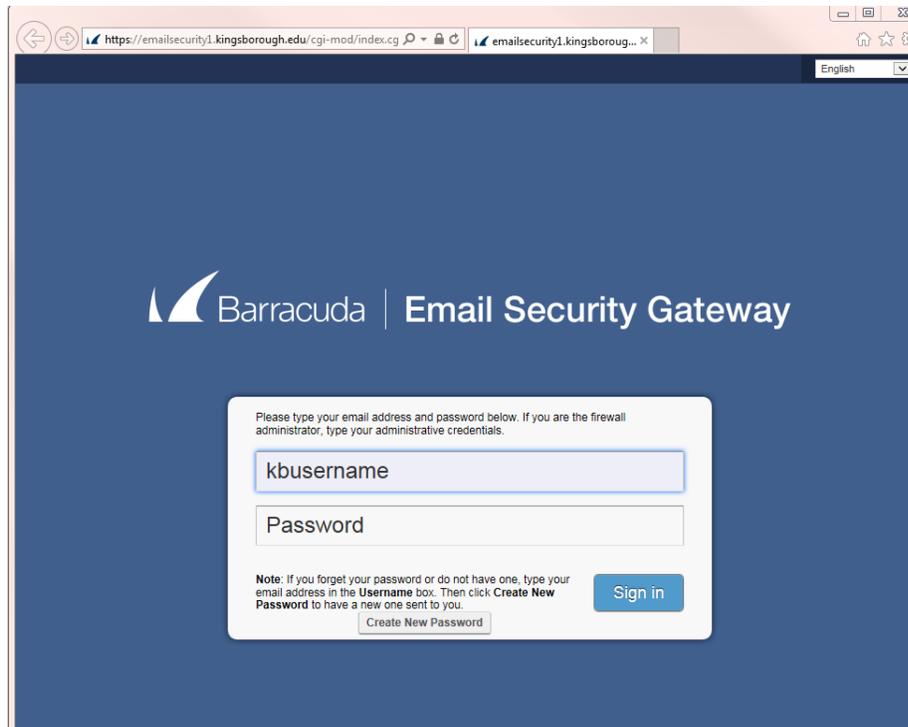
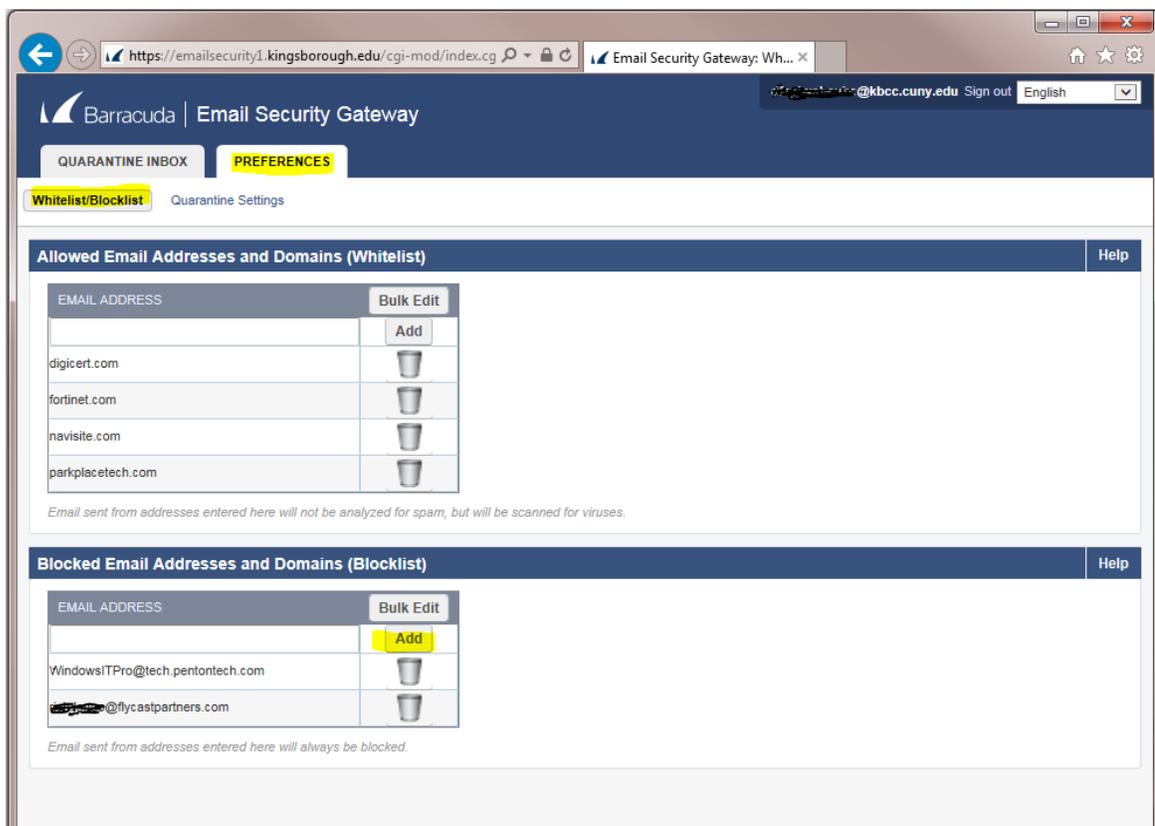


How to Block Email Addresses and Domains (Blocklist)

1. Navigate to <https://emailsecurity1.kingsborough.edu> (use your KB credentials to sign in)



2. After logging into your quarantine interface, you can use the **PREFERENCES** tab to modify your quarantine, spam settings and manage your whitelist and blocklist.



To whitelist senders or to add senders to your blocklist, follow these steps:

3. Go to the **PREFERENCES > Whitelist/Blocklist** page.
4. A list of your existing whitelisted and blocklisted addresses appears on this page.
5. To delete a whitelist or a blocklist entry, click the trash can icon next to the address.
6. To add an entry, type an email address into the appropriate field and click the **Add** button.

Tips on specifying addresses

When adding addresses to your whitelist and blocklist, note the following tips:

- If you enter a full email address, such as *johndoe@yahoo.com*, just that user is specified. If you enter just a domain, such as *yahoo.com*, all users in that domain are specified.
- If you enter a domain such as *barracudanetworks.com*, all subdomains are also included, such as *support.barracudanetworks.com* and *test.barracudanetworks.com*.
- Mass mailings often come from domains that do not resemble the company's website name. For example, you may want to receive mailings from *historybookclub.com*, but you will find that this site sends out its mailing from the domain *hbcfyi.com*. Examine the From: address of an actual mailing that you are trying to whitelist or blocklist to determine what to enter.