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.

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Whitelist/Blocklist Quarantine Settings						
Allowed Email Addresses and Doma	ins (Whitelist)					Help
EMAIL ADDRESS	Bulk Edit					
digicert.com						
fortinet.com						
navisite.com						
parkplacetech.com						
Email sent from addresses entered here will not	be analyzed for spam, but wi	ill be scanned for	viruses.			
Blocked Email Addresses and Doma	ins (Blocklist)					Help
EMAIL ADDRESS	Bulk Edit					
WindowsITPro@tech.pentontech.com						
@flycastpartners.com	Ū					
Email sent from addresses entered here will alw	ays be blocked.					

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.