

Whitelist an Email Address

The following is a walkthrough explaining how to check your SPAM mailbox using Web Mail and also how to WHITELIST an email address that you want to receive email from:

STEP 1:

Click on the Webmail link on the left hand side of the page. In the new window, enter your EMAIL ADDRESS then enter your PASSWORD



STEP 2:

Select the SPAM folder mailbox. This will open the SPAM folder. Your SPAM mailbox stores all email message from senders who did not successfully meet the level of Spam control you have chosen.

Mailbox	Message Count	Size (bytes)
*Main	0	0
Sent	0	0
Deleted	0	0
Draft	0	0
spam(4)	4	59756

STEP 3:

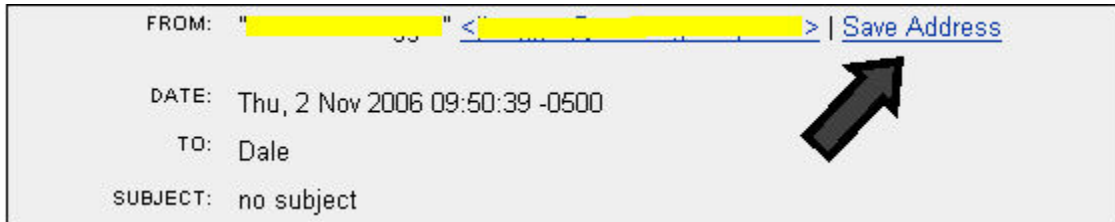
From this step you can review, move to another folder, delete or WHITELIST an email. If an email you would like to receive has been trapped to this spam folder, then email sender has failed several tests that caused this email to be sent to the Spam folder. If you would rather receive this email to your inbox then you may WHITELIST this sender. Click the title of the email you wish to WHITELIST.

<input type="checkbox"/>	From	Subject ▲	Date	Size		
<input type="checkbox"/>	" [REDACTED] "	I sent wrong file	11/2/06 9:52:06 AM	9455	⤴	⤵
<input type="checkbox"/>	" [REDACTED] "	no subject	11/2/06 9:48:51 AM	10018	⤴	⤵

STEP 4:

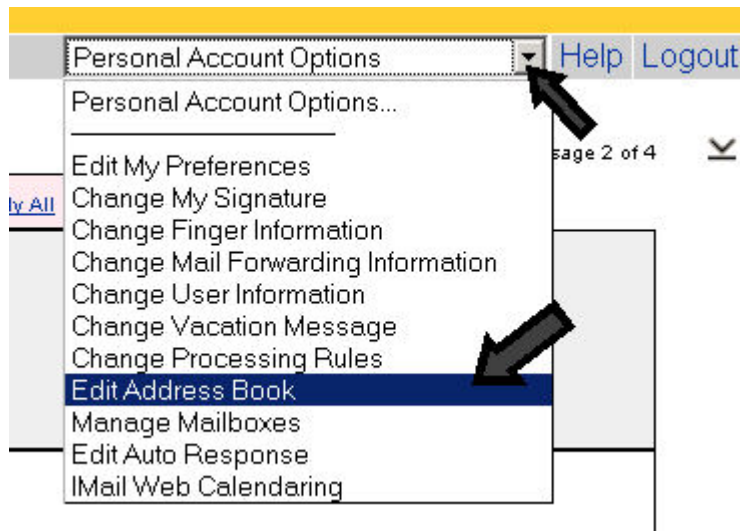
You have selected an email from a sender, just click on SAVE ADDRESS.

The EMAIL ADDRESS will now be WHITELISTED, Regardless of any Spam level you select the email from this email address will be sent to your inbox,



STEP 5:

To check that the email has been added to your whitelist select the CONTACTS button



STEP 5:

On your Contact list you should now see the email address you just added when you click the MODIFY box.

You may also add, modify or delete other addresses manually. Just enter the address below then click ADD

Add Address

NAME:
EMAIL:

Modify Address

MODIFY:
NAME: Select an address to modify from my address book...
EMAIL: "Crystal Report"
"Feature Tracking"
" [redacted] " <[redacted]>
"Linux Forum"