

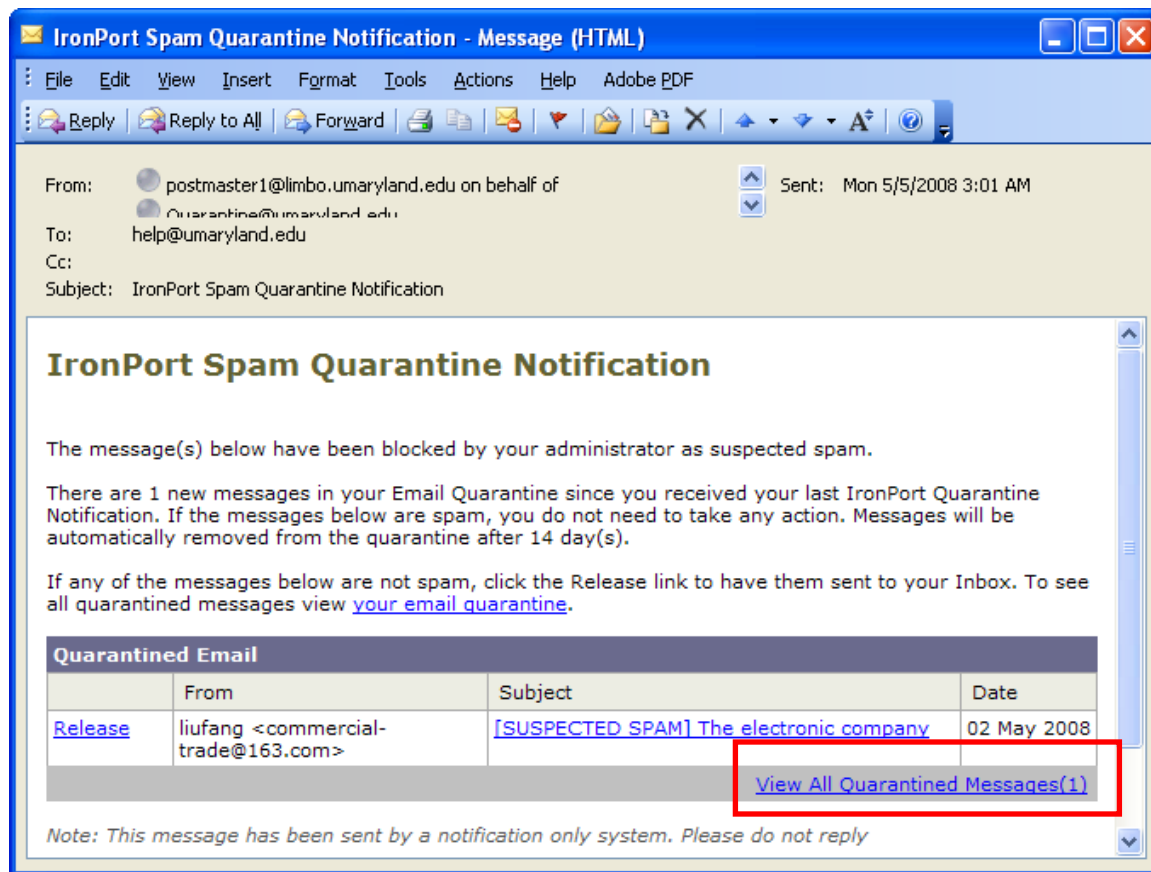
December 2011

## ***Adding email addresses to the Blocklist***

If necessary, users can add email addresses or domains to their Blocklist in IronPort. Future emails from addresses or domains listed in the Blocklist will be quarantined.

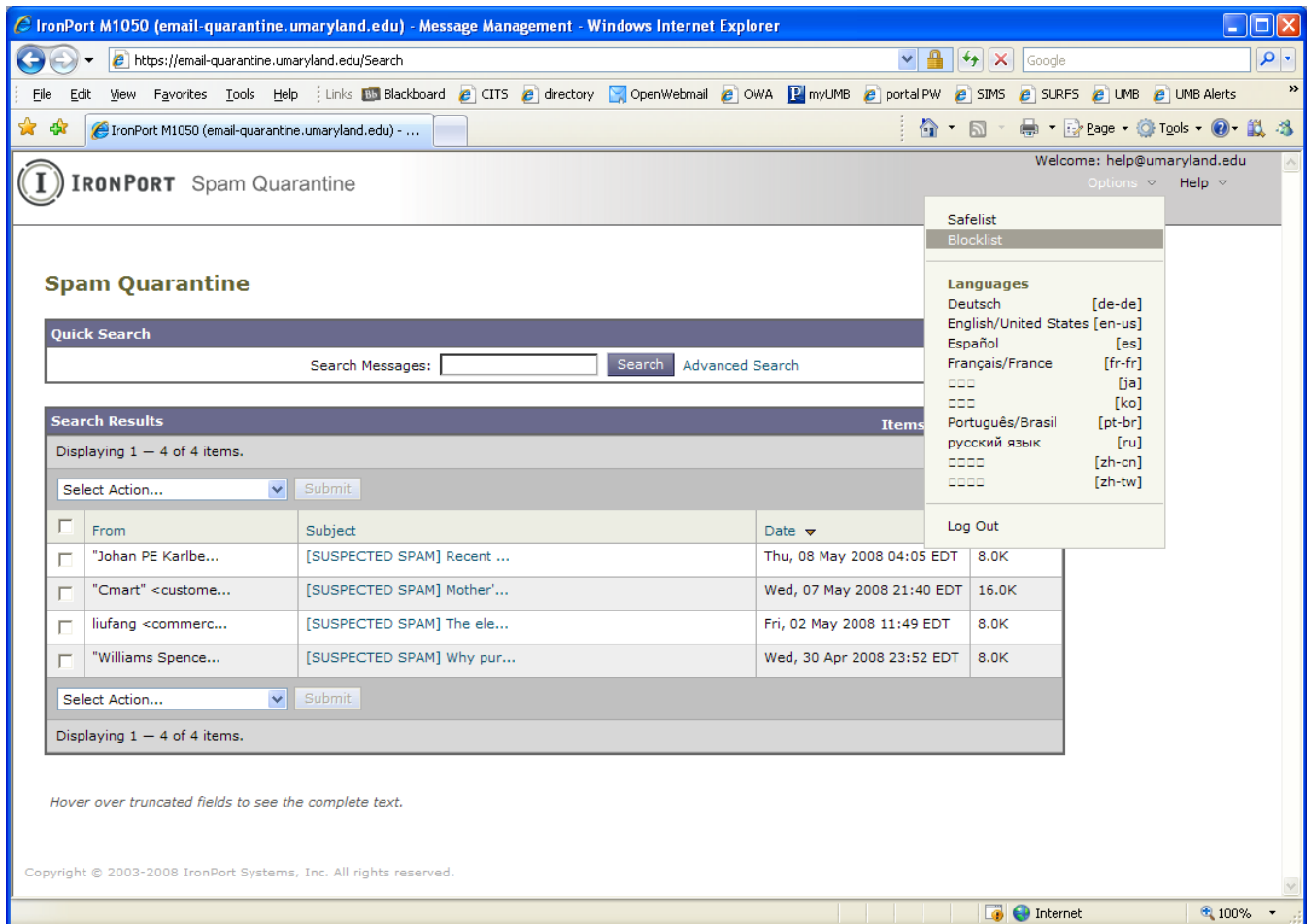
Users are allotted 300 entries to use in their IronPort Safelist or Blocklist.

1. Open your Spam Quarantine by clicking on the **View All Quarantined Messages** link in one of your IronPort Spam Quarantine Notification messages.



**NOTE:** If you are unable to use the link in the email message, copy the URL at the bottom of the email message and paste it into the address bar of a new web browser window.

2. Open the “Options” menu and then select “Blocklist”.

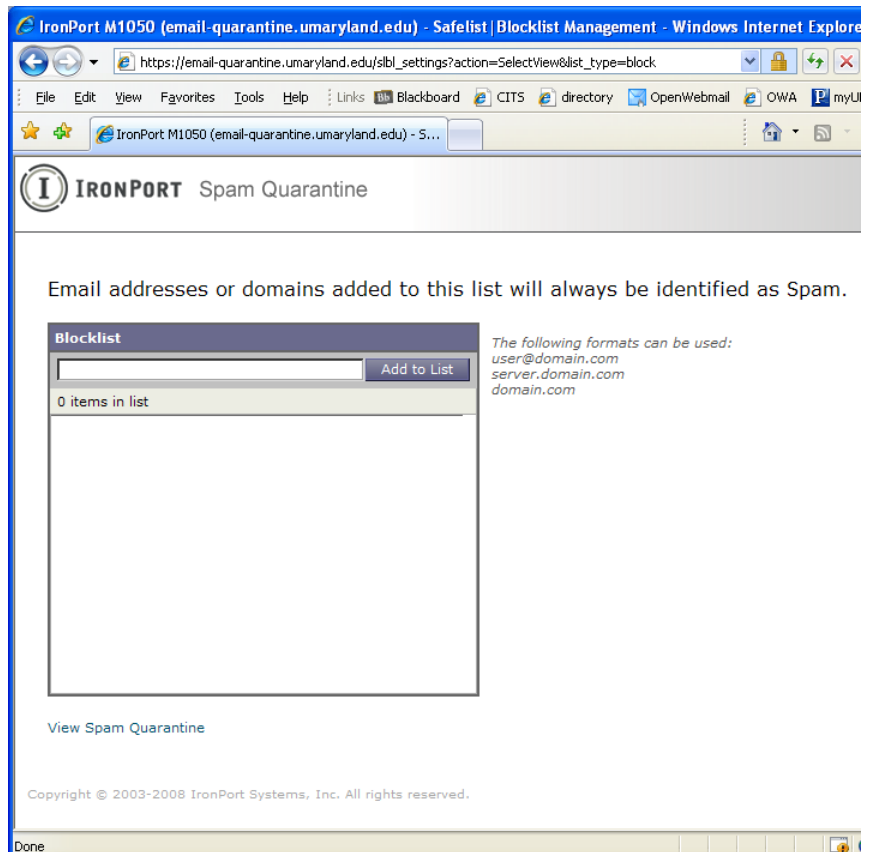


3. Enter the email address (or domain) in the upper left corner and click on the “Add to List” button.

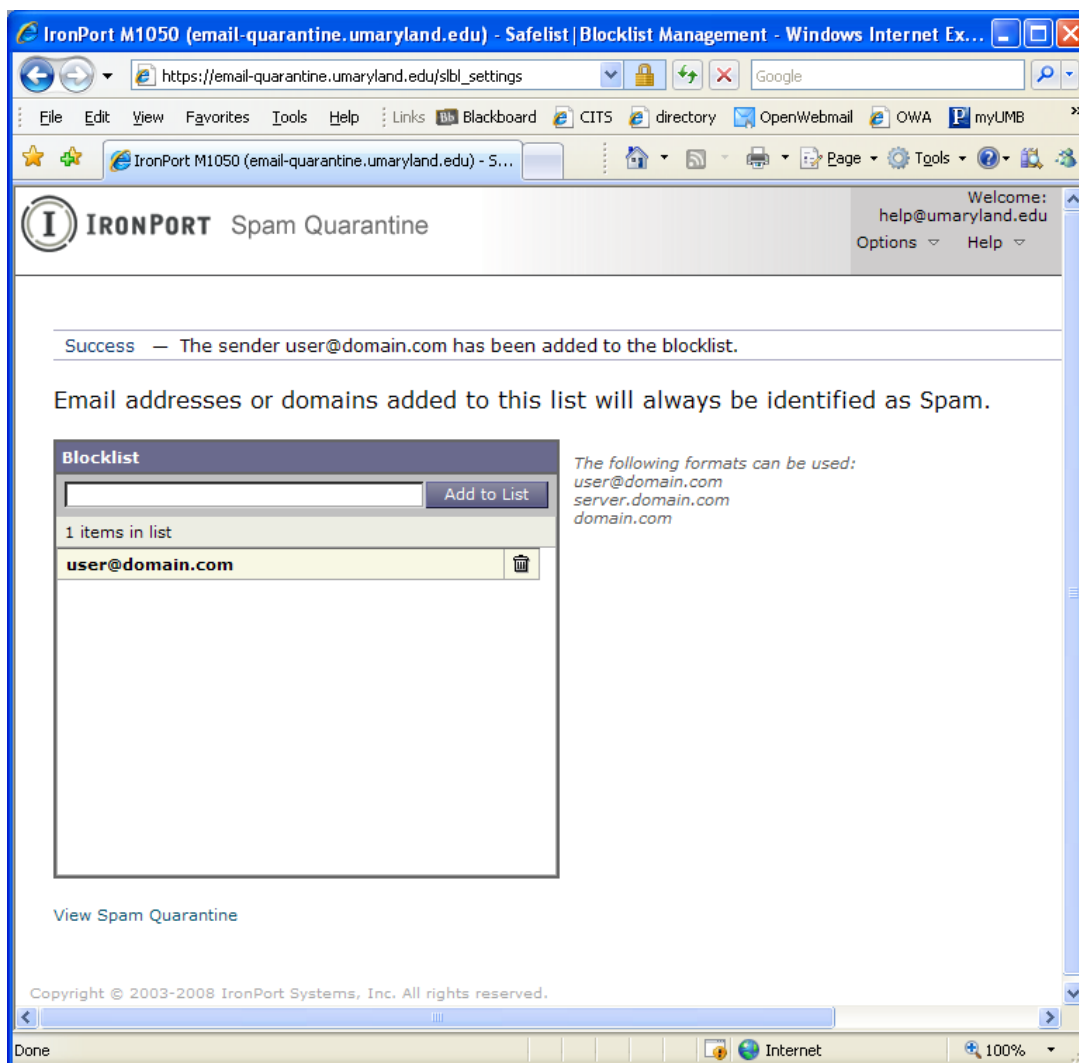
Users also have the option of adding an entire email *domain* to their Blocklist.

For example, if a user wants to ensure that *all* emails from addresses ending with “@domain.com” are quarantined, the user should enter the domain in the field instead of an individual email address.

The domain is everything in the email address after the ‘@’ sign. For example, if the email address is user@domain.com, the domain is ‘domain.com’.




4. The email address or domain will be added to your Blocklist.



## ***Additional Information***

### **Removing emails from the Blocklist**

If users need to remove an email address or domain from their Blocklist, use steps 1 and 2 to navigate to their Blocklist. Then, find the email address or domain from the Blocklist, and click on the  icon to delete that entry in the Blocklist.

Questions?

For questions on how to add email addresses or domains to your email quarantine Blocklist, call the IT Help Desk at 410-706-HELP (4357) (weekdays 8:00 a.m. - 5:00 p.m.), or send an email to: [help@umaryland.edu](mailto:help@umaryland.edu).