

## How to Add E-mail Addresses to Your Approved Sender & Block Sender lists

The district's e-mail protections service no longer maintains universal approved sender and block sender lists. Generally, approved sender lists and blocked sender lists are security vulnerabilities that spam senders and virus writers can take advantage of. However, occasionally a legitimate e-mail gets caught in a user's quarantine and the user may not want to deliver that e-mail via their Message Center or the daily quarantine message. In such cases, users can create their own personal approved sender list and block sender list. Each user is responsible for maintaining his or her personal approved sender and block sender lists.

Here's how to enter an e-mail address or domain to your personal approved sender list and block sender list:

### Logging In to Message Center

After your administrator creates a Message Center account for you, you'll receive a Welcome email message, announcing your new email protection service. This message also includes your email address and password, which you'll need to log in to Message Center.

- 1 In any Web browser, go to <http://login.postini.com>.

Place a bookmark to this location in your Web browser. Or click the link to Message Center in your Quarantine Summary email notification ([see below](#)).

- 2 Log in using your email address and your Groupwise password.


**OR**

You may click on the message center link in your daily quarantine message.

**From:** Postini [mailto:customer@postini.com]  
**Sent:** Friday, June 09, 2006 9:07 AM  
**To:** bob@jumboinc.com  
**Subject:** Quarantine Summary 6/09/2006 9:00 am

bob@jumboinc.com

These messages were quarantined before they reached your inbox as potential spam and virus-infected messages. The quarantined messages can be delivered from your personal Message Center.

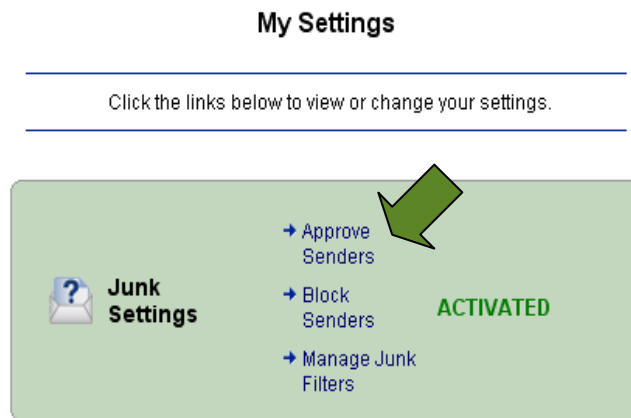
Junk Messages      18 Messages      [Message Center](#) 

From	Subject	Date	
megan@earthlink.net	<a href="#">Gone Tomorrow</a>	6/08/2006 11:46 am	<a href="#">Deliver</a>
79083855@mailcity.com	<a href="#">I JUST WANT TO TALK TO YOU .....</a>	6/08/2006 11:46 am	<a href="#">Deliver</a>
setabetvet5@ncue.edu.tw	<a href="#">What Should We Do ??????????</a>	6/08/2006 11:46 am	<a href="#">Deliver</a>
webmaster@eroticaonline.net	<a href="#">xxx site 9.95/ month 21 or older .....</a>	6/08/2006 11:46 am	<a href="#">Deliver</a>
freecontent@wtek.net	<a href="#">Your video chat now has 72 channels!</a>	6/08/2006 11:46 am	<a href="#">Deliver</a>
zaiwo51@chaos.hupe.hu	<a href="#">Enhance your Cable TV experience .....Today</a>	6/08/2006 11:46 am	<a href="#">Deliver</a>
mrdetective1@fnmail.com	<a href="#">Discover Hidden Secrets About Your Neighbors</a>	6/08/2006 11:46 am	<a href="#">Deliver</a>
jeff@hotmail.com	<a href="#">This really works!</a>	6/08/2006 11:46 am	<a href="#">Deliver</a>

Once logged into your message center, click on the “My Settings” link near the top right hand corner of the page.



On the next screen, click “Approve Senders” or “Block Senders”



On the next screen you can add an e-mail address or domain to your approved senders lists. Click on the appropriate “Update...” button and you have added the desired address, domain, or mailing list to your approve sender list.

