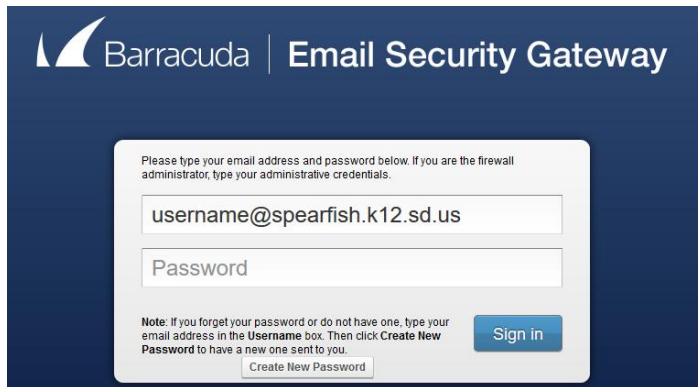


How to Allow or Block Emails using the SPAM Filter

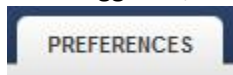
1. Go to our District Website Homepage and click on Quick Links and Choose **SPAM Summary**



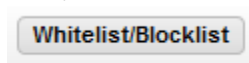
2. Login by entering in your **full email address** for the username and the password you created when you initially setup your account. If you forgot your password or haven't created an account yet, follow this [guide](#).



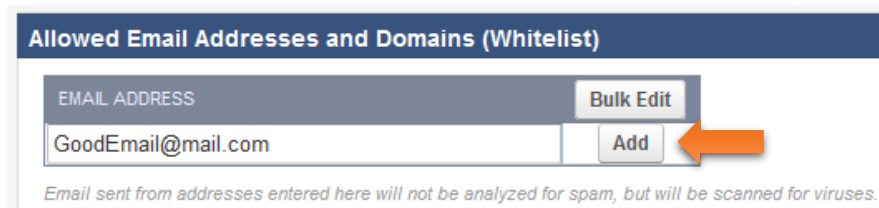
3. Once logged in, click the **Preferences** tab at the top



4. Next, click the **Whitelist/Blocklist** link at the top



5. To **Allow** an email that is normally caught by the SPAM filter but you would like to allow, type the email address into the text field below "**Allowed Email Addresses and Domains (Whitelist)**" and click **Add**



6. To **Block** an email that has made it through the SPAM filter that you would no longer like to receive, type the email address into the text field below "**Blocked Email Addresses and Domains (Blocklist)**" and click **Add**

