

Safe / Blocked Senders List

What is a Safe Senders and Blocked Senders list?

There are two types of Safe Senders lists.

- Global Safe Senders List
- Personal Safe Senders List.

Both are simply lists of legitimate senders of email. The email administrator controls the Global Safe Senders List, which applies to everyone in the organization. You control your personal Safe Senders List to which you can add the addresses of people, organizations, and mailing lists from which you do want to receive mail.

If a sender's address is included in the Safe Senders List, the anti-spam system does not filter the message for spam. However, it still filters the message for a virus or inappropriate content.

There is also a Global Blocked Senders List and a personal Blocked Senders List. As with the Global Safe Senders List, the Global Blocked Senders List applies to everyone in the organization. These lists contain addresses of people, organizations, and mailing lists from which you do not want to receive "junk email."

How do I manually add Safe Senders and Blocked senders to the spam management system?

Log into proofpoint.astate.edu with your A-State email address and password. Select Lists on the left side to view your **Safe Senders** and **Blocked Senders** lists.

To add a Safe Sender to your list:

1. Select **Safe Senders List** on the left side.
2. Select **New** on the top of the page.
3. Enter an email address (e.g., john.doe (at) example.com) into the field to permit all messages from this sender to be delivered. Optionally, enter an email domain (e.g., example.com) into the field to permit all messages from xyz.com to be delivered.

Note: Permitting all email from an entire domain is **not recommended** as this could increase the risk of spam or malicious email.

4. Select **Save**.

Follow the same procedure to add entries to your **Blocked Senders List**.

Email sent from addresses or domains on the Safe Senders List will not be filtered for spam, but will be filtered for viruses.

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