

Blacklisting in Adept Webmail

1. From the login screen located at <http://webmail.adept.co.za>, log in with your email address as your username, and password as supplied

Welcome to Adept Internet Webmail

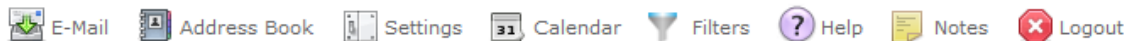
Username

Password

Login



2. Click on the "Filters" button near the top right



3. Click on the "Blacklist" tab

The screenshot shows the "Blacklist" tab selected in a settings interface. At the top, there are tabs for "Spam settings", "Blacklist", "Whitelist", "Out of Office", and "Change password". Below the tabs, there is a checkbox labeled "Enable Blacklist" which is currently unchecked. To the right of the checkbox is a large empty text input field. To the right of the input field are two buttons: "Add" and "Remove". At the bottom of the interface is a button with a checkmark icon and the text "Apply changes".

4. Check the "Enable Blacklist" box, and type in the address you wish to blacklist in the box below

The screenshot shows the "Blacklist" tab with the "Enable Blacklist" checkbox now checked. The text input field below it contains the email address "example@example.co.za". The "Add" and "Remove" buttons are still present to the right of the input field. The "Apply changes" button remains at the bottom.

5. Click the "Add" button to add the address, and finally click on "Apply changes" to activate the blacklisting

The screenshot shows the "Blacklist" tab with the "Enable Blacklist" checkbox checked. The email address "example@example.co.za" is now listed in the input field. The "Add" button is highlighted in blue, indicating it has been clicked. The "Remove" button is also present. The "Apply changes" button is at the bottom.