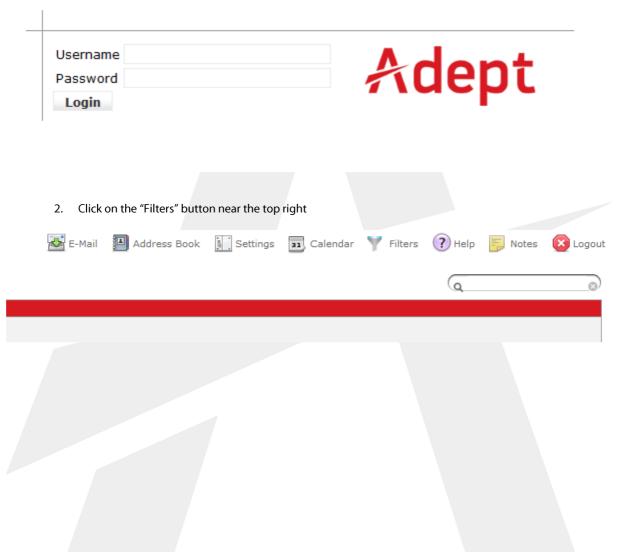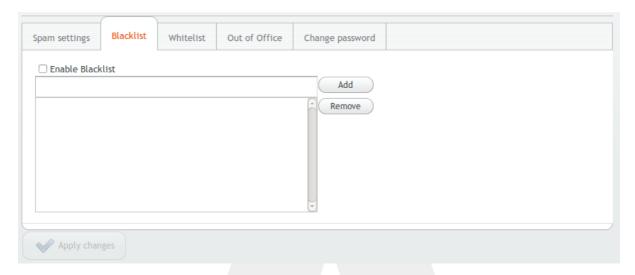# Blacklisting in Adept Webmail

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
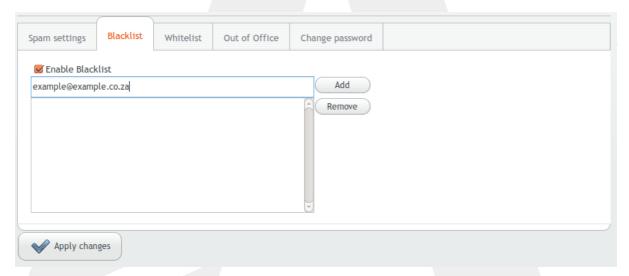

2. Click on the "Filters" button near the top right

3. Click on the "Blacklist" tab

| Spam settings | **Blacklist** | Whitelist | Out of Office | Change password |

☐ Enable Blacklist

[   ]   (Add)
                        (Remove)

✓ Apply changes

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

| Spam settings | **Blacklist** | Whitelist | Out of Office | Change password |

☑ Enable Blacklist

[example@example.co.za]   (Add)
                             (Remove)

✔ Apply changes

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

| Spam settings | **Blacklist** | Whitelist | Out of Office | Change password |

☑ Enable Blacklist

[   ]   (Add)
example@example.co.za   (Remove)

✔ Apply changes