
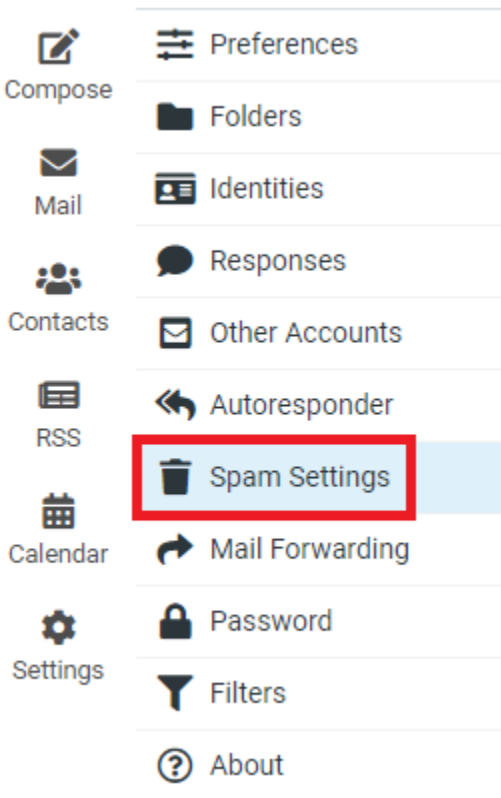


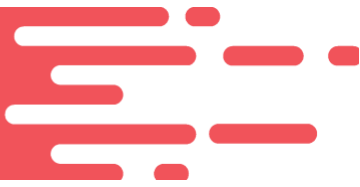
BLOCKING EMAIL ADDRESSES

On occasion, spam does get through and sometimes you need to block an address. This is fine until the spammer alters their address ever so slightly and the spam gets through again.

Blocking addresses at the server level must be done in the webmail interface; webmail.gwi.net . Visit the site, enter your email address and password and press enter.

You are in your inbox and need to click  [Settings](#) in far left column. Now, click spam settings.





At the right, you will see where you can make adjustments to your spam folder and filter aggressiveness. You also see fields for adding approved and blocked senders.

Change Spam Settings

Subject Tag

Threshold Level

Spam Folder

Allowed Senders

Blocked Senders

Blocking an email address is nothing more than adding the email address to the blocked list and clicking save. When folks start changing their address, you may want to block an entire domain and this is done with a **wild card**. You have blocked [address@whatever.com](#) but now they are coming in from [1address@whatever.com](#) and you don't want to play this game of follow the email address.

Use a wild card to block the entire domain. The wild card is the * and put it in front of the @ so that it looks like this: ***@whatever.com** .

Don't forget to click Save when you make changes.