How to Configure IronPort’s Safe List and Block List

IronPort’s Spam Quarantine now has a new feature that enables users to create their own block lists and safe lists. This will allow users to block spam that gets through IronPort and allow wanted emails that IronPort blocks.

**IronPort Spam Quarantine:**
To access IronPort’s Spam Quarantine, go to [https://itdsrvspam03.utep.edu:83](https://itdsrvspam03.utep.edu:83), enter your UTEP email username and password in the appropriate spaces, and click “Login”.

![IronPort Spam Quarantine Login](image)

**SafeList and/or BlockList Setup:**
Once you are logged in, to access the SafeList or BlockList module, click “Options” in the top right corner of the window, and choose either “Safelist” or “Blocklist”.

![SafeList and BlockList Options](image)
To add an email address or domain to the SafeList/BlockList, type it in the field highlighted below and click the “Add to List” button. Addresses added to the SafeList are considered safe, so any email from that address or domain will always be delivered. Addresses added to the BlockList are permanently blocked, so any email from that address or domain will never be delivered.
**Removing Addresses:**
If you no longer need an address blocked/allowed, or have accidentally blocked/allowed an address, you can easily remove it from either list. To do so, open the appropriate list module (the BlockList or SafeList) and click the **trashcan** button to the right of the address you wish to remove. The address is immediately removed from the list once the button is clicked.

![Image of the BlockList module with a user@domain.com address highlighted. A trashcan button is shown to the right of the address.](image)

**To Log Out:**
If you are finished at this point, you can log out of IronPort’s Spam Quarantine by clicking **“Options”** in the top right corner and choosing **“Log Out”**.

![Image showing the Options menu with a red circle around the Log Out button.](image)

**Revision History**
**First Draft:** July 31, 2008
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