

# Managed Senders

This guide describes how end users can manage their personal blocked senders, permitted senders, auto permitted, and trusted entries.

The managed senders view allows you to:

- Search and filter entries.
- Add new entries.
- Delete existing entries.

## Usage Example

Managed senders can be used to block entire domains, yet allow specific users from the same domain name. For example, a user can add "domain.com" to their Personal Blocked Sender list, but then add user1@domain.com and user2@domain.com to their Permitted Sender list.

In this scenario, the permitted list overrides the blocked list, and users 1 and 2 will be able to email the user while user3@domain.com and others will not.

## Walkthrough

The Managed Senders view is accessed via the Advanced tab in the left hand menu.

### **Adding a Blocked / Permitted / Trusted Sender**

To add an address to your blocked, permitted, trusted sender list:

1. Click on the Blocked, Permitted, or Trusted menu item.
2. Enter one or more Addresses and/or Domains into the box.
  - Multiple addresses / domains must be separated with a space (e.g. usera@domain1.com domain2.co.uk).
  - Adding multiple entries is only permitted on the blocked or permitted sender lists.
3. Click on the Add button.
4. Click on the OK button.

## **Removing an Entry From Your Blocked, Permitted, or Trusted Senders List**

To remove an address from your blocked, permitted, or trusted sender list:

1. Click either the Blocked, Permitted, Auto Permitted, or Trusted menu item.
2. Click on the Address to be removed.
3. Click on the Remove button

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