Spam Filtering: Allowing and blocking messages

1) To begin, type the following address into your web browser:

   spam.lakemichigancollege.edu

2) Sign in using your LMC userid (portion of email before the “@”) and password. If you are unsure of your password, use the “forgot password” link to recover it.

3) Once logged in, hover over the “preferences tab and click “whitelist/Blacklist

4) To allow an email address to bypass the spam filter, type it in the “Allowed Email address and domains box” then click “add”
5) You can also allow a domain by typing information after the “@” symbol forward. (Ex: test.com)
   a. Be cautious when entering a domain. For example, entering “Google.com” may allow all google.com emails to be delivered, resulting in an influx of spam.

6) To block an email address to bypass the spam filter, type it in the “Blocked Email address and domains box” then click “add”

7) You can also block a domain by typing information after the “@” symbol forward. (Ex: test.com)
   a. Be cautious when entering a domain. For example, entering “Google.com” may block all google.com emails to be delivered, resulting in missing an important email.

If you are still experiencing issues with a specific email address or domain after following these steps, please contact the IT Helpdesk at 269-927-8189. Or, you can submit an online help ticket by visiting http://helpdesk.lakemichigancollege.edu/ticket.html