

# Set up Blacklist in Webmail



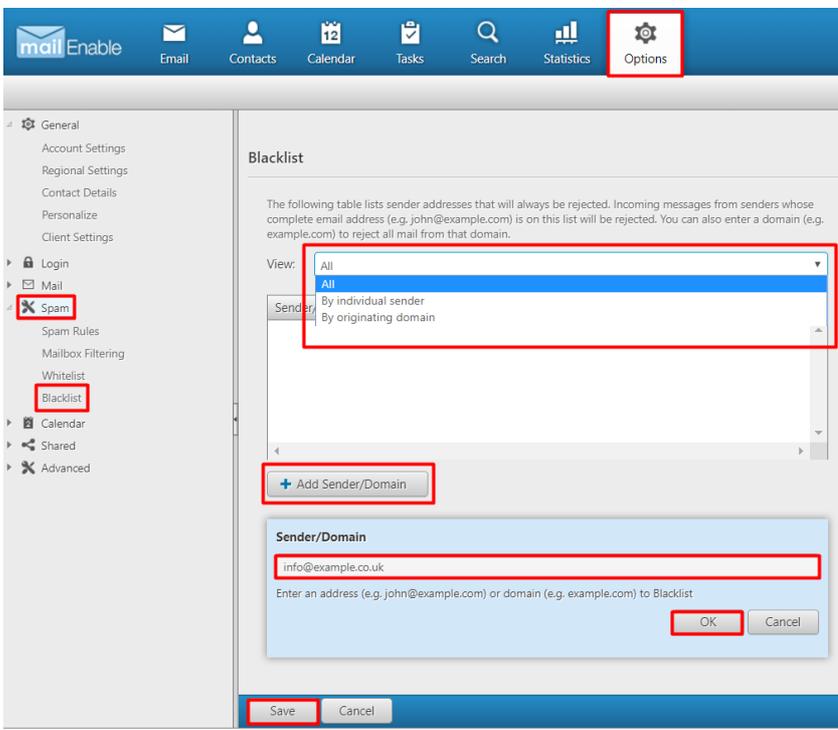
**STEP 1:** Go to:

<https://webmail.nurseryweb.co.uk/>

**STEP 2:** Type in the full email address and the password.

**Username:** info@example.co.uk ;  
**password:** \*\*\*\*\*

And click on **[Login]** button.



**STEP 3:** Select **[OPTIONS]** -> click **[SPAM]** -> click **[BLACKLIST]**.

**STEP 4:** Drop down **[View]** -> choose one of the options to view address lists

**STEP 5:** Click **[+ Add Sender/Domain]** to add a new address as blacklist -> insert the **[Sender/Domain]** -> click **[OK]** -> click **[Save]**.

\*In view, you can choose to view the lists address that email will always be rejected, whether you want to view all address, view only individual sender or originating domain.