

## Set up Whitelist in Webmail



Sign In

Username

Password

Language: English Skin: Pacific

Remember my settings for this computer

Login Reset

Mobile Version

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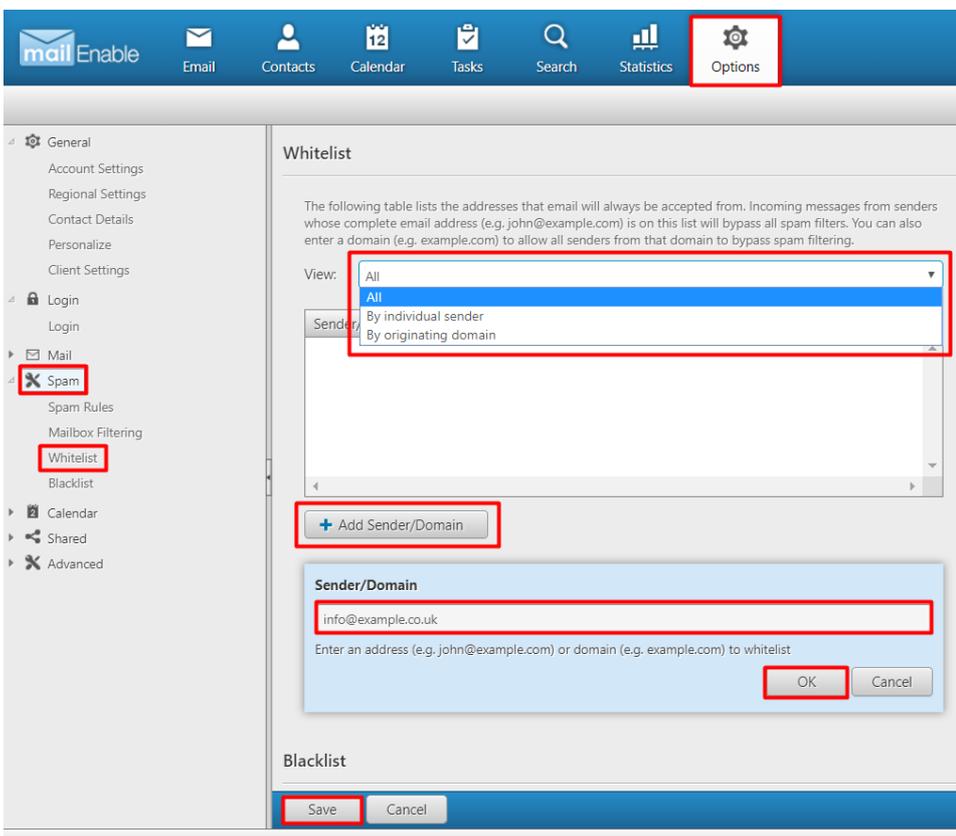
**STEP 1:** Go to:

<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.



mail Enable | Email | Contacts | Calendar | Tasks | Search | Statistics | Options

General

- Account Settings
- Regional Settings
- Contact Details
- Personalize
- Client Settings

Login

- Login

Mail

- Spam
- Spam Rules
- Mailbox Filtering
- Whitelist
- Blacklist

Calendar

- Shared
- Advanced

Whitelist

The following table lists the addresses that email will always be accepted from. Incoming messages from senders whose complete email address (e.g. john@example.com) is on this list will bypass all spam filters. You can also enter a domain (e.g. example.com) to allow all senders from that domain to bypass spam filtering.

View: All

Sender/Domain

+ Add Sender/Domain

Sender/Domain

info@example.co.uk

Enter an address (e.g. john@example.com) or domain (e.g. example.com) to whitelist

OK Cancel

Blacklist

Save Cancel

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

**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 whitelist -> insert the **[Sender/Domain]** -> click **[OK]** -> click **[Save]**.

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