

## How to Change Privacy and Junk Mail Settings

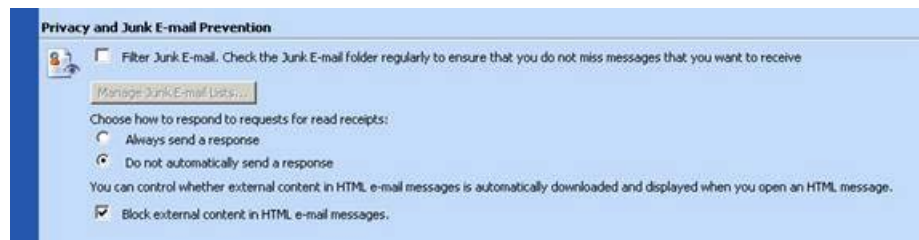
### How to Setup a Safe Senders List

1. Log on to Umail using your username and password. If you are unsure of how to do this, please see the document "How to use Umail": <http://its.union.edu/documentation/acad/Umail-Use.pdf>.

2. Once you are logged in, you will see a column of icons on the left side of your screen. Or if you have it minimized it will be a row of icons at the bottom left. Click on the icon "Options".



3. At this point, you should be at the Options page. Scroll down to the section named "Privacy and Junk E-mail Prevention". Check the "Filter Junk E-mail" checkbox.



4. Then the "Manage Junk E-mail Lists" button will be activated. Click it.



5. This will open up a new window. On this window select "Safe Senders" from the "View or Modify List" drop down menu (1). And then click on the "Add" button on the right (2).

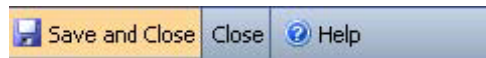


6. This will open up a new window where you can enter specific email addresses to add on to your safe senders list. Or you can add entire domains.



Examples: **user@union.edu** or **union.edu**

7. Click **OK** when you are done. Then, **be sure** to click **Save and Close** in the Options window (**note:** you may need to scroll UP to find the **Save and Close** button).



Remember:

- Any email that originates from a domain name or an email address in your “Safe Senders” list will go into your Inbox.
- To modify a sender in the list, select the sender, and then click “Edit”. Change the entry, and then click “OK”
- To include your contacts as safe senders, select the “Trust e-mail from your Contacts” check box.

## Optional – Advanced Junk E-Mail Filtering Options

### How to Setup a Blocked Senders List

- Repeat steps 1-4 above. Only this time select “Blocked senders” from “View or Modify list” drop down menu.
- Step 5: The email addresses or domain names you add will be added into your “Blocked Senders” List.
- Any email that originates from a domain name or an email address in your “Blocked Senders” list will go directly into your Junk E-mail box.

### How to Setup a Safe Recipients List

- Repeat steps 1-4. Only this time select “Safe Recipients” from “View or Modify list” drop down menu.
- Step 5. The email addresses or domain names you add will be added into your “Safe Recipients Blocked Senders” List.
- Emails sent to an email address or domain name in your “Safe Recipients” list will never be treated as junk mail.