

Setup for Whitelist/Blacklist in District HORDE email

Blacklist: (n.) In [Internet](#) terminology, a generic name for a list of [e-mail addresses](#) or [IP addresses](#) that are originating with known [spammers](#). Individuals and enterprises can use blacklists to filter out unwanted e-mails, as most e-mail applications today have filtering capabilities.

Whitelist: (n.) In Internet terminology, a generic name for a list of [e-mail addresses](#) or [IP addresses](#) that are considered to be [spam](#) free. Whitelists are used frequently with [e-mail](#) applications to allow users to compile lists of senders they wish to receive e-mail from. This list overrides any [blacklists](#) and spam filters, and allows the e-mails to be delivered to the users inbox instead of filtered out as spam.

Here are the procedures for setting up your email filter rules, and how to add/manage your Blacklist and Whitelist for the HORDE email at Logan- Rogersville school district.

There are two steps involved in using this function.

1. Setup your filters and activate them
2. Build your blacklist/whitelist by adding addresses you wish to block/allow

Here are the 2 steps to complete before this will work:

To setup Blacklist filters in the HORDE email program:

- Click on the home icon on the left – choose Wildcat Mail (gear icon)
- Select FILTERS
- Select EDIT BLACKLIST
- Select action/choice (Move message to TRASH is recommended – just in case you decide you want it back)
- Select SAVE and RETURN TO RULES LIST
- Select APPLY FILTERS

Suggested additional settings – leave default to “Filter All Messages”

To Blacklist an email address (that you want to block):

Open your inbox view as normally used

- Select the box on the left of the email address you wish to add to the BLACKLIST
- Select the BLACKLIST choice in the toolbar (3rd from left)
 - o This will add the source email address to the addresses to filter/block

To view or edit your BLACKLIST (blocked email addresses)

- Select OPTIONS in the banner
- Under OTHER OPTIONS, select FILTERS
- Edit your blacklist (if you chose to allow emails from an address, you just need to delete it from your blacklist and it will be allowed)
- Select SAVE

NOTE: When an email address on your blacklist is blocked/deleted, you should see a banner that says an address has been deleted due to your address filters, and you should not see any of the blocked emails. If you choose to review what you have blocked, they will be in your trash folder until the trash folder is emptied. Be sure you empty your trash folder, spam folder, and sent folder or your email will slow down considerably.

To setup Whitelist filters in the HORDE email program:

- Click on the home icon on the left – choose Wildcat Mail (gear icon)
- Select FILTERS
- Select EDIT WHITELIST
- Type email address you want to allow (imsomebody@logrog.net)
- Select SAVE and RETURN TO RULES LIST
- Select APPLY FILTERS

Suggested additional settings – leave default to “Filter All Messages”

To Whitelist an email address (that you want to receive emails from):

Open your inbox view as normally used

- Select the box on the left of the email address you wish to add to the WHITELIST
- Select the WHITELIST choice in the toolbar (4th from left)
 - o This will add the source email address to the allowable addresses

To view or edit your WHITELIST (allowed email addresses)

- Select OPTIONS in the banner
- Under OTHER OPTIONS, select FILTERS
- Edit your whitelist and select SAVE

If you have any issues or questions regarding these filters, please contact your building Technology representative.

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