

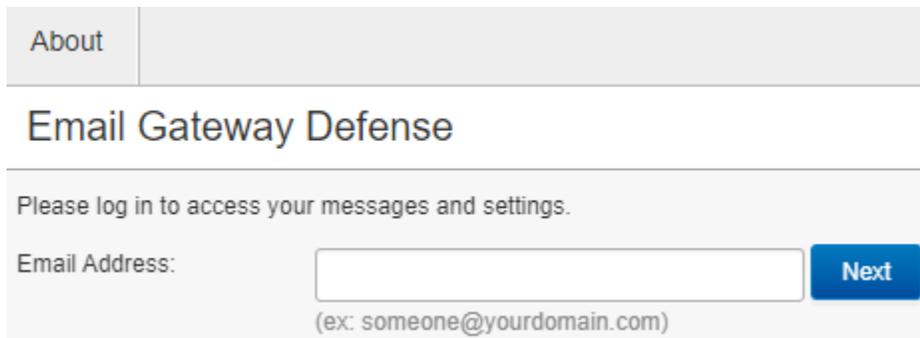
All,

I wanted to send out a reminder to everyone with instructions on how to whitelist or block an email address in the Barracuda email filter for your college email account.

We recognize that we have new employees that may not know how to make use of certain features available, so please review and let me know if you have any questions or concerns.

These instructions can also be found on our website [here](#) by expanding **Anti-Spam Firewall/Quarantine Log in.**

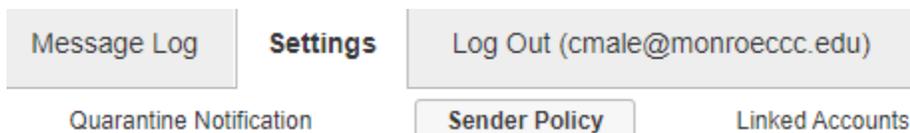
1. Open a web browser and go to the [Barracuda Email Gateway Defense](#) page.
2. Enter your email address in the field and click the blue **Next** button.



3. Click **Continue** on the next page. Sign in with your email and password on Microsoft's website.



4. Click **Settings** at the top of the page and then click **Sender Policy**.



5. This is where you can whitelist or block individual email addresses from sending you emails.
 - a. Enter the sender's email address in the **Sender** field.
 - b. Under **Policy**, select **Exempt** or **Block** from the dropdown menu.
 - c. In the **Comment** field, enter a description of the email address for future reference.
 - d. Click **Add** under **Actions**.

Message Log	Settings	Log Out (cmale@monroeccc.edu)	Support	
Quarantine Notification	Sender Policy	Linked Accounts		

Sender Policy [?](#)

i Your organization has limited the ability to allow email addresses and domains. Sender policies with some conflict will have a warning symbol next to them.

Specify whether to Block or Exempt messages coming from a specific email address or domain.

Sender ▲	Policy	Comment	Modified	Actions
<input type="text"/>	Block ▼	<input type="text"/>		Add