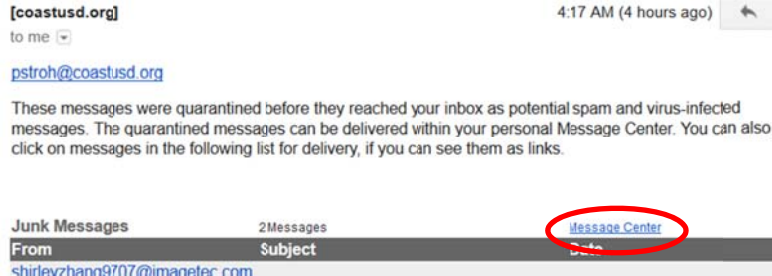


# Approved Senders List – How To

## 1. Open a Quarantine Summary email and select Message Center.



## 2. Select My Settings



## 3. Enter your email address and password then Log In.

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### Log in to your message center.

Log in Address   
example: joe234@jumbowidgetsco.com

Password

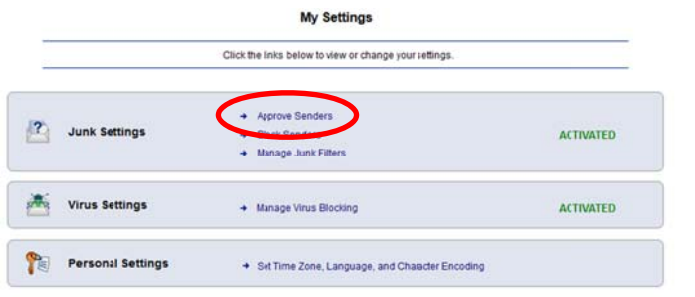
note: password is case-sensitive

Remember my Address and Password ([what is this?](#))

[LOG IN](#)

[Log In Help](#)

## 4. Select Approve Senders



## 5. Add exact email address to Approved Senders then Update Approved Senders

**Approve Senders | [Block Senders](#)**

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Separate multiple entries by commas, semicolons, or new lines. Note that if a message from an approved sender contains a virus, Message Center sends it to the Virus Quarantine.

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**Approved Senders** ?

Messages from approved senders bypass the junk email filters and go directly to your inbox.

calpads@cde.ca.gov  
help@illuminateed.com  
karen@lightspeedsystems.com  
sbac-treadiness@cde.ca.gov  
sbac@cde.ca.gov

for example, usrr@jumboinc.com

**Approved Domains** ?

Messages from anyone in an approved domain bypass the junk email filters and go directly to your inbox.

for example, jumboinc.com

**Approved Mailing Lists** ?

Messages sent to an approved mailing list bypass the junk email filters and go directly to your inbox.

for example, mailist@jumboinc.com