LexiConn Knowledgebase

How To Add Trusted Addresses To Your Whitelist

The "Whitelist" is a list of trusted addresses who will never be mistaken for spammers. It is useful to add your business associates, friends, and family to this list. This document details how to view, add and remove addresses on this list. For information on purchasing spam protection, visit: http://www.lexiconn.com/clients/addons.html.

1. Log in to your Account Manager.
2. Click the "Email Options" button on the left side of the page.
3. Click the "Spam / Virus" tab at the top.
4. Where it says "POP Box:", use the pulldown menu to select the POP Box who's Blacklist you would like to configure.
5. Click the blue "Select" button.

6. Click the "Add to Whitelist" link under the "Spam Options" list. If you only want to view your Whitelist, or if you wish to remove certain addresses from it, click "View / Delete Whitelist".
7. In the text box that appears on this page, enter the E-Mail addresses that you wish to add to the Whitelist. You may include as many addresses as you wish, just make sure you only include one address per line. You can also whitelist an entire domain by using an '*' as a wildcard, such as:
*@yahoo.com
which would add any address from yahoo.com to your whitelist.

8. Click the blue "Add Addresses" button and you're done. You may come back later and add more addresses if you need to.

https://support.lexiconn.com/kb/questions/127/