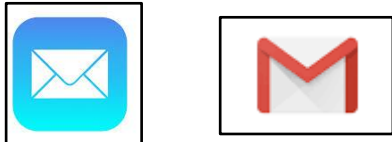
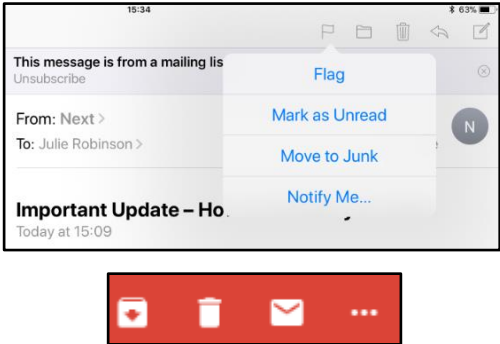
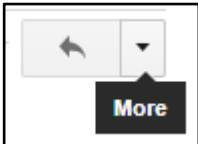
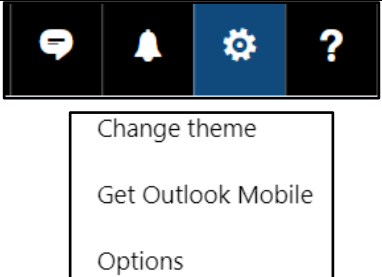




Blacklisting email Addresses

First produced in May 2018

| Blacklisting or Blocking. Each email account blocking works differently. | | |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1 | <p>Mail apps. There's no easy way to blocking specific email addresses when using mail Apps, but by marking spam emails as junk, you can train your device to move these into the junk folder automatically.</p> <p>Open your mail App</p> |  |
| Q1 | Should I open an Email that I suspect is junk? | Answer: |
| 2 | <p>Highlight an email that you want to move to Junk.</p> <p>Dependant on your App</p> <p>Select the Flag Symbol top right, select move to Junk.</p> <p>Or Select the 3 dots top right and select report spam.</p> |  |
| 3 | <p>To block emails on the Gmail website, open the email you want to block.</p> <p>Click on the down-arrow next to the Reply button on the top-right of the email. Click 'Block [name] and then in the window that pops up, click Block.</p> <p>Bear in mind that these emails will be filed under Spam so you'll still be able to see them if you check your Spam folder regularly.</p> |  |
| Q2 | What happens if I send an email to an incorrect address? | Answer: |
| 4 | To Block email addresses on Outlook mail. Open mail, select settings, then options. |  |



