

BLOCK SENDER & DOMAIN

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This lesson relates how to block email senders and their domains. A *Domain Name* identifies a computer/sub-network of computers on the Internet. It is the portion of the email address that follows the @ sign. For example, my domain is “darryd.com”.

All domain names end with an organization type or a two-letter country code. A domain name is a textual representation of a domain’s IP address, and saves Internet users from having to memorize strings of numbers. The 7 top level domains are: “com,” “edu,” “net,” “org,” “gov,” “mil,” and “int”.

BLOCK SENDER



Figure 1

1. If you’re not sure of the sender’s address (**Figure 1**): ❶ RIGHT-click on the send line.
❷ Left-click on “Properties” (last choice in the drop-down menu).

2. The sender’s name and email address appear (the circled area in **Figure 2**). Left-click on “OK” button or touch the Enter key on your keyboard to clear this window.

The first step is to identify and to block the Sender of a message.

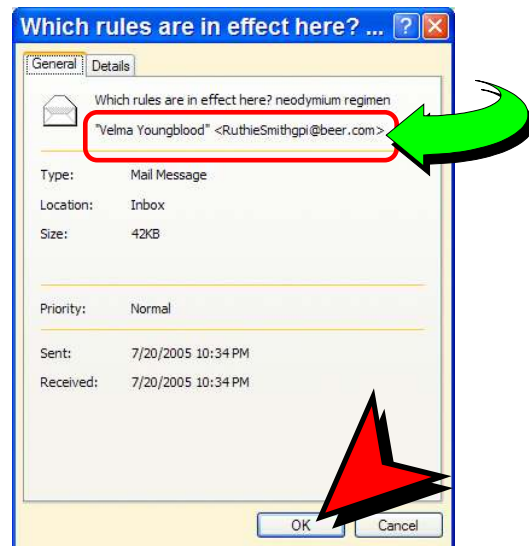


Figure 2

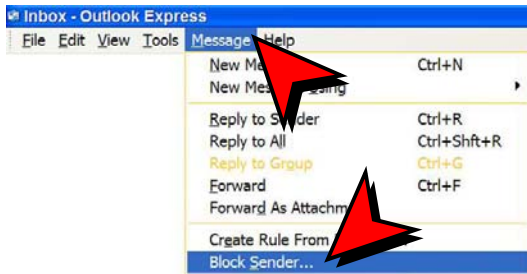


Figure 3

3. From the MenuBar, Left-click on Message > Block Sender (**Figure 3**).

4. A confirmation window appears. Left-click on “Yes” button or touch the Enter key on your keyboard to clear this window (**Figure 4**).

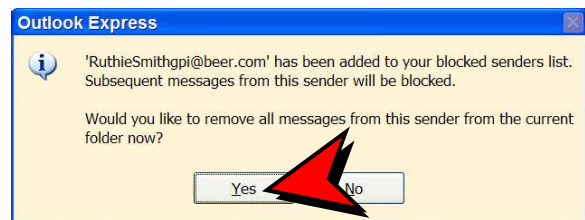


Figure 4

5. Another confirmation window (**Figure 5**) appears.
 Left-click on “OK” button or touch the Enter key on your keyboard.



Figure 5

BLOCK DOMAIN

To block the domain, we must edit our “Blocked Sender’s List.”

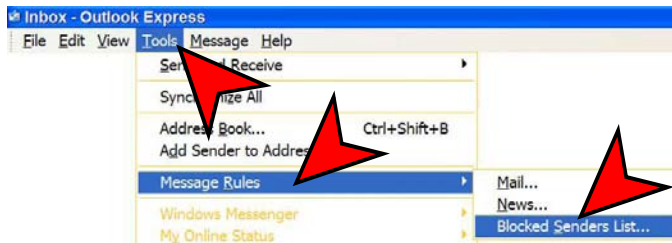


Figure 6

6. From the MenuBar (**Figure 6**), Left-click on Tools > Manage Rules > Blocked Senders List.

7. In the “Message Rules” window (Figure 7):

- ❶ Left-click on the sender’s email address.
- ❷ Left-click on the “Modify” button.

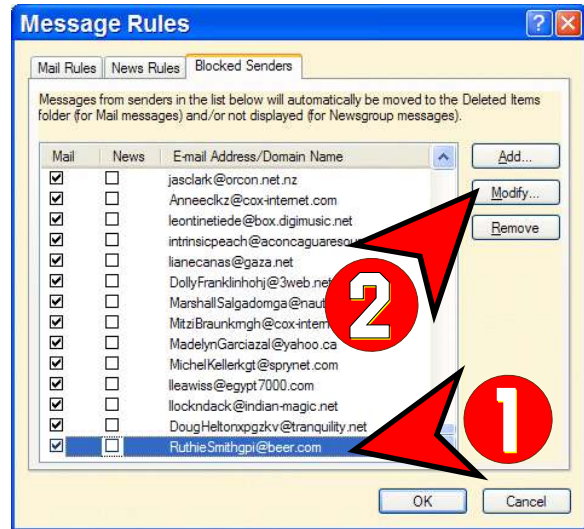


Figure 7

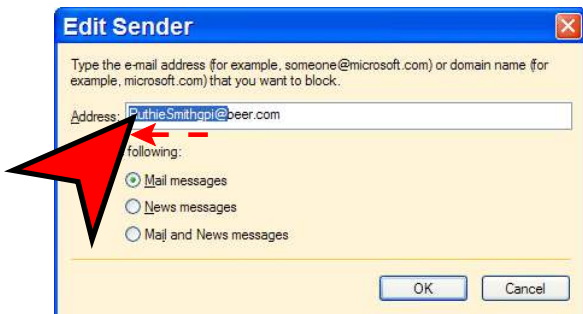


Figure 8

8. Left-click, hold, and drag from the @ sign to the left — leaving the domain name in place (Figure 8).

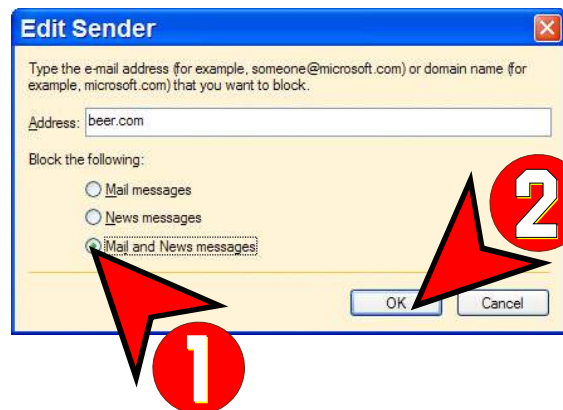


Figure 9

9. Select media to block (Figure 9).

- ❶ Left-click on “Mail and News messages”.
- ❷ Left-click on “OK” button or touch the Enter key on your keyboard to confirm your changes.

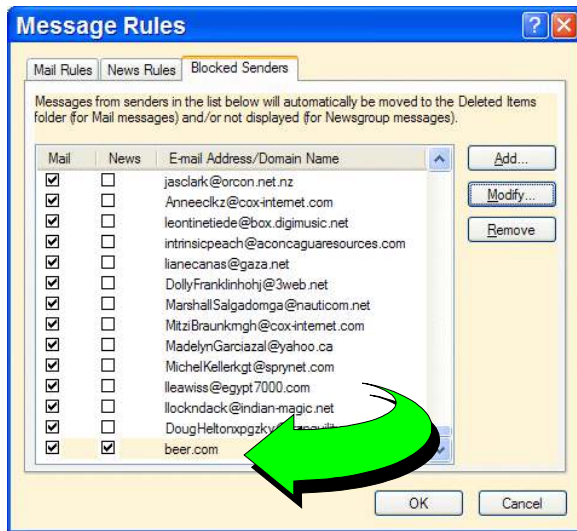


Figure 10

10. The domain name is shown as being blocked (**Figure 10**).

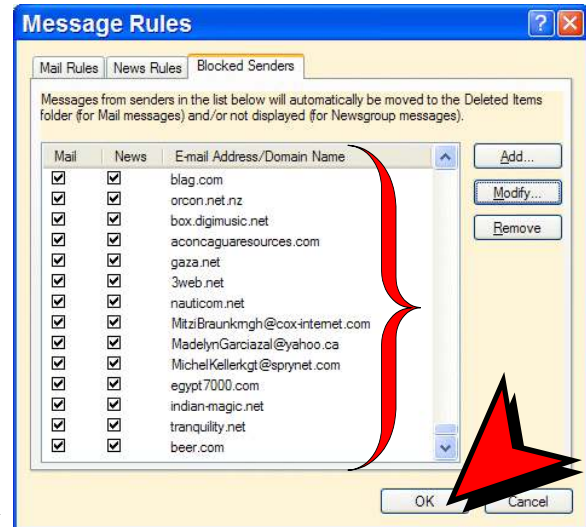


Figure 11

11. While you're in the window, Left-click on "OK" button or touch the Enter key on your keyboard to confirm your changes (**Figure 11**).

NOTE:

I have blocked only the domain names that I am sure will be used by only spammers. For example, I did not block the domain name "yahoo" because some of my friends use yahoo.

UN-BLOCK SOMEONE

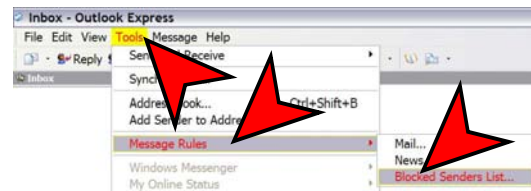


Figure 12

Some time you may block someone you did not mean to block. Here's how to remove them safely (**Figure 12**):

- ❶ From the MenuBar, select *Tools > Message Rules > Blocked Senders List*.
- ❷ Left-click on *name* to remove from the Blocked list.
- ❸ Left-click on "Remove" button.
- ❹ Left-click on "Yes" button.
- ❺ Left-click on "OK" button.