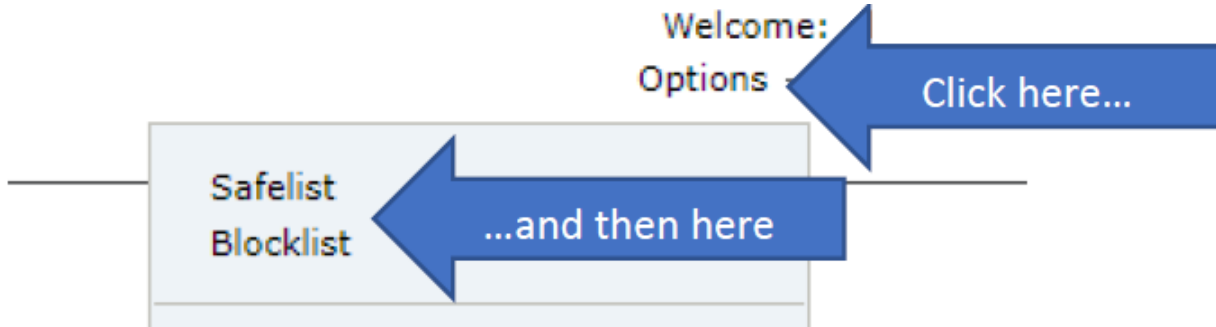


## Adding an Email Address or Domain to the Safe-Sender or Blocked List

1. Go to <https://dh4119-euq1.iphmx.com>.
2. Enter your Username and Password (The passphrase is your Samford password).  
Enter your login information below. If you are unsure what to enter, please contact your administrator.

Login	
Username:	<input type="text" value="username"/>
Passphrase:	<input type="password" value="....."/>
<input type="button" value="Login"/>	

- 3: In the top right corner of the browser, click either “Safelist” or “Blocklist”.



4. In the text field of the box that comes up, enter either the email address (i.e. [username@samford.edu](mailto:username@samford.edu)) or domain (i.e. samford.edu). Click “Add to list”. This process is the same for both the Safe and Block Lists.

A screenshot of a web form. At the top, there is a text input field and a button labeled "Add to List". A blue arrow points from the text "Add email here..." to the input field. Another blue arrow points from the text "...then click here." to the "Add to List" button. Below the input field, there is a large empty rectangular box. Above this box, the text "No items in list" is displayed.