

# How do I manage the customized blacklist and whitelist in the anti-Spam System?

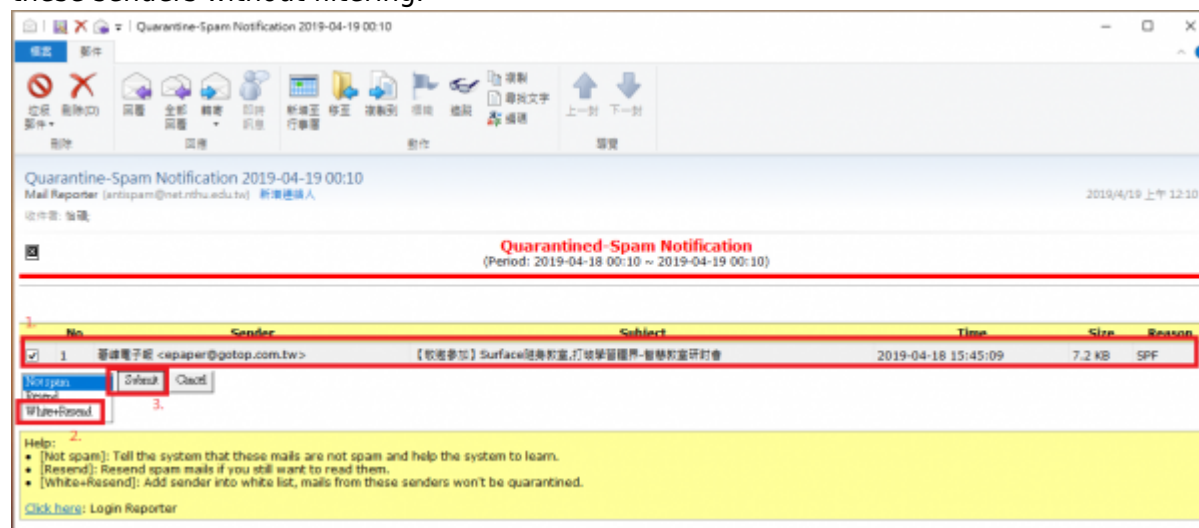
The anti-spam system provided by the Center allows users to use notification mail or the mail reporter to set customized blacklists and whitelists. Email from whitelisted senders are always considered valid, while email from blacklisted senders are marked as spam. (Since the Center's SMTP server is whitelisted by default, adding this server on your customized blacklist has no effect). Users can add important contacts to the whitelist to avoid emails from said contacts being sent to the spam folder. Whitelisting can be done in the following way:

## I. By notification email

- **NOTICE** [Bug Report 2011/03/11] If the **email address is longer than 55 characters**, an error will occur when configuring the blacklist or whitelist, since the address will be cut off at 55 characters. This problem has been reported to the vendor. Please use the 2, [web management interface](#) to manage your black and white lists until the bug is fixed. Thank you!

## Configuring the whitelist

To configure the whitelist from the daily anti-spam notification email (as seen below), follow the steps below to select the specific emails and tell the system you wish to accept all emails coming from these senders without filtering.



1. Select emails from senders you wish to add to the whitelist.
2. Select "White+Resend."
3. Press "Submit" If successful, the following will be displayed.

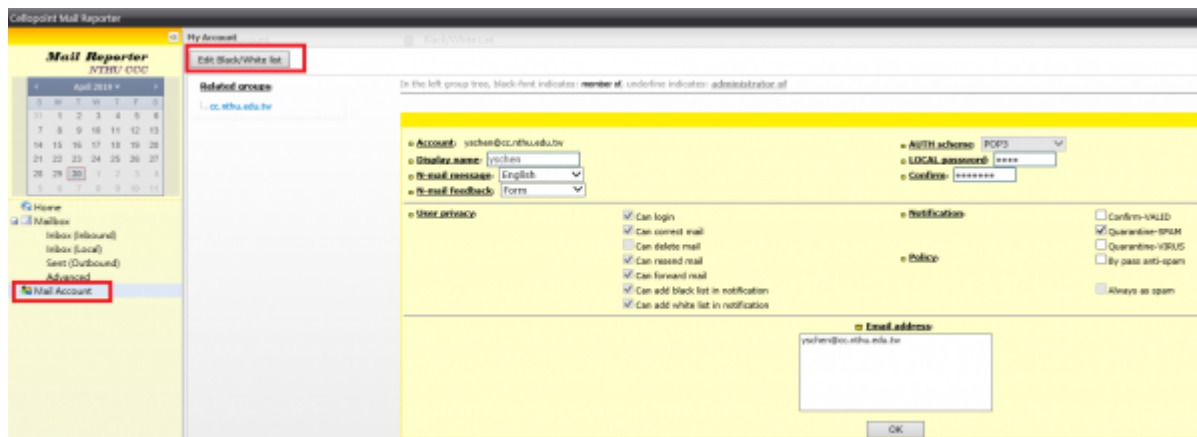


- **NOTICE** To confirm a successful addition to the list, you can check directly in the [2, web management interface](#) to see if the sender has been successfully added to the black or white list.

## II. From the web management interface

### Enter the settings screen

1. [Log in to Mail Reporter](#)
2. Click **"Mail Account"** at the bottom left.
3. Click **"Edit Black/White List"** at the top.



### Black and white list format

In the black and white lists, there are two types of sender format you can enter:

1. `□xx@xx□□` Complete match of the sender's email address.
  2. `□@xxxx□□` Match the sender's domain only.
- For details, please see Mail Reporter End-User Guide v3.9.5 Note: 2016/3/11 - there is an error on page 19 of the document. Personal users may not use the following 3 conditions:
    - `□xxxx@□□` Match sender name only.

- [xxxxxx] Partial match of the sender's email address.
- IP address: IP address match.

## Configuring the white list

1. Enter the email address to be added to the white address list (e.g., "White2@domain.com.tw")
2. Click "Add" and the email address will appear in the white address list.
3. Confirm by clicking "OK".

The screenshot shows a web interface titled "Edit black, white list:". It has two main panels: "Black address list" on the left and "White address list" on the right. The "Black address list" contains two email addresses: "godislove580@yahoo.com.tw" and "k1gtbt2@hotmail.com". The "White address list" contains one email address: "epaper@gotop.com.tw". Between the two panels are two buttons: ">>" and "<<". Below each panel is an "Email address" input field, an "Add" button, a "Remove" button, and a "Clear" button. In the "White address list" section, the "Add" button is highlighted with a red box and labeled with a red "2.". Below the input fields are "Export" and "Import" buttons for both lists, each with a "Download..." link and a "Browse..." button. There are also checkboxes for "Merge current [black/white] list with imported file". At the bottom center, an "OK" button is highlighted with a red box and labeled with a red "3.". A red "1." is placed near the "Add" button in the white list section.

## Configuring the Blacklist

1. Enter the email address to be added to the black address list (e.g., "Black2@domain.com.tw")
2. Click "Add" and the email address will appear in the black address list.
3. Confirm by clicking "OK".

Edit black, white list:

**Black address list**  
godislove580@yahoo.com.tw  
k1gtbt2@hotmail.com

**White address list**  
epaper@gotop.com.tw

>>  
<<

1. Email address: ck2@domain.com.tw

2. Add Remove Clear

Export black list [Download...](#)

Import black list  Browse...

☐ Merge current black list with imported file

Email address: White2@domain.com.tw

Add Remove Clear

Export white list [Download...](#)

Import white list  Browse...

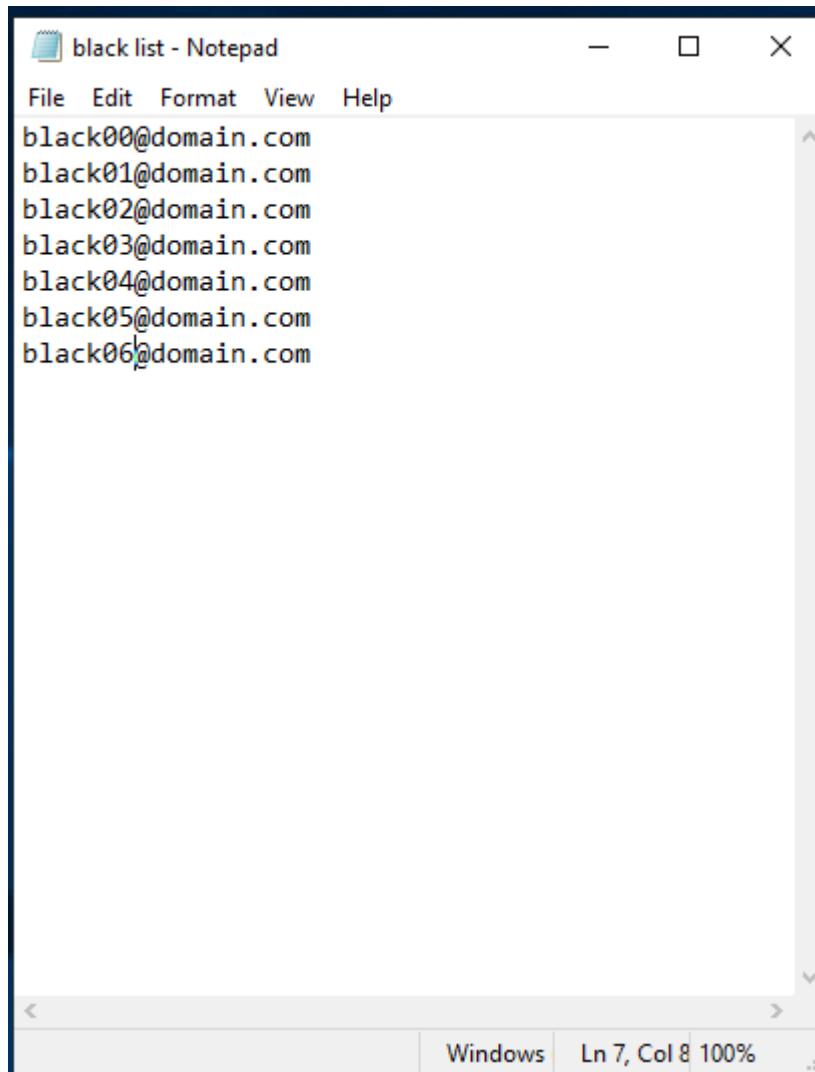
☐ Merge current white list with imported file

3. OK

## Importing a Blacklist

### Step 1

1. Edit the blacklist file as shown below.



## Step 2

1. Enter the configuration screen and click "Browse".

Edit black, white list:

**Black address list**

godislove580@yahoo.com.tw  
k1gtbt2@hotmail.com

**White address list**

epaper@gotop.com.tw

>>  
<<

Email address  
black2@domain.com.tw Add Remove Clear

Export black list [Download...](#)  
Import black list [Browse...](#)  
☐ Merge current black list with imported file

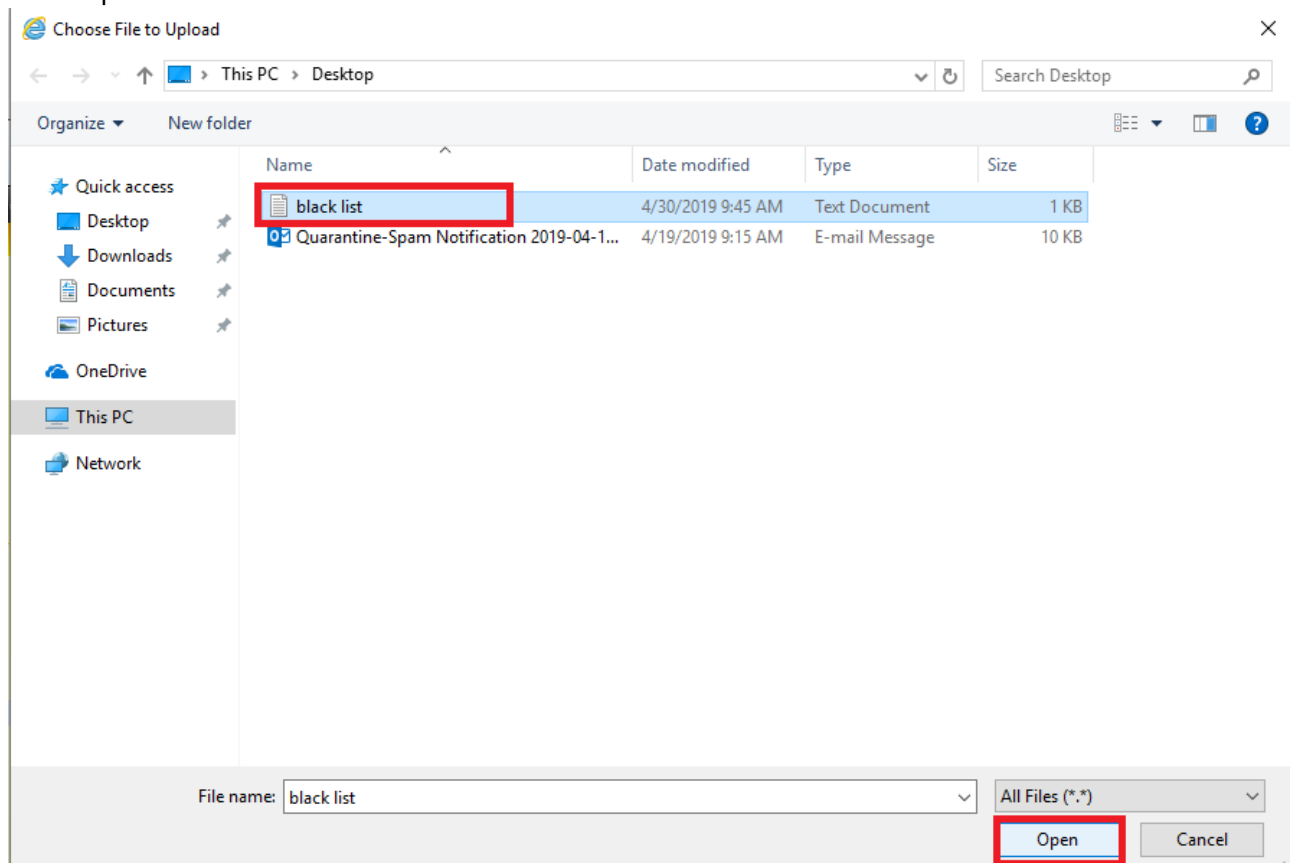
Email address  
White2@domain.com.tw Add Remove Clear

Export white list [Download...](#)  
Import white list [Browse...](#)  
☐ Merge current white list with imported file

OK

### Step 3

1. Select the directory where the file is located (e.g., C:\Users\yschen\Desktop\black list.txt)
2. Select the file to be imported (e.g., "black list.txt")
3. Click Open.



## Step 4

1. Confirm by clicking "OK".

Edit black, white list:

**Black address list**

godislove580@yahoo.com.tw  
k1gtbt2@hotmail.com

Email address

Export black list

Import black list

☐ Merge current black list with imported file

>>  
<<

**White address list**

epaper@gotop.com.tw

Email address

Export white list

Import white list

☐ Merge current white list with imported file

## Step 5

1. When you have completed the import, you should see the following.

Edit black, white list:

**Black address list**

black00@domain.com  
black01@domain.com  
black02@domain.com  
black03@domain.com  
black04@domain.com  
black05@domain.com

Email address

Export black list

Import black list

☐ Merge current black list with imported file

>>  
<<

**White address list**

epaper@gotop.com.tw

Email address

Export white list

Import white list

☐ Merge current white list with imported file

## Exporting a white address list

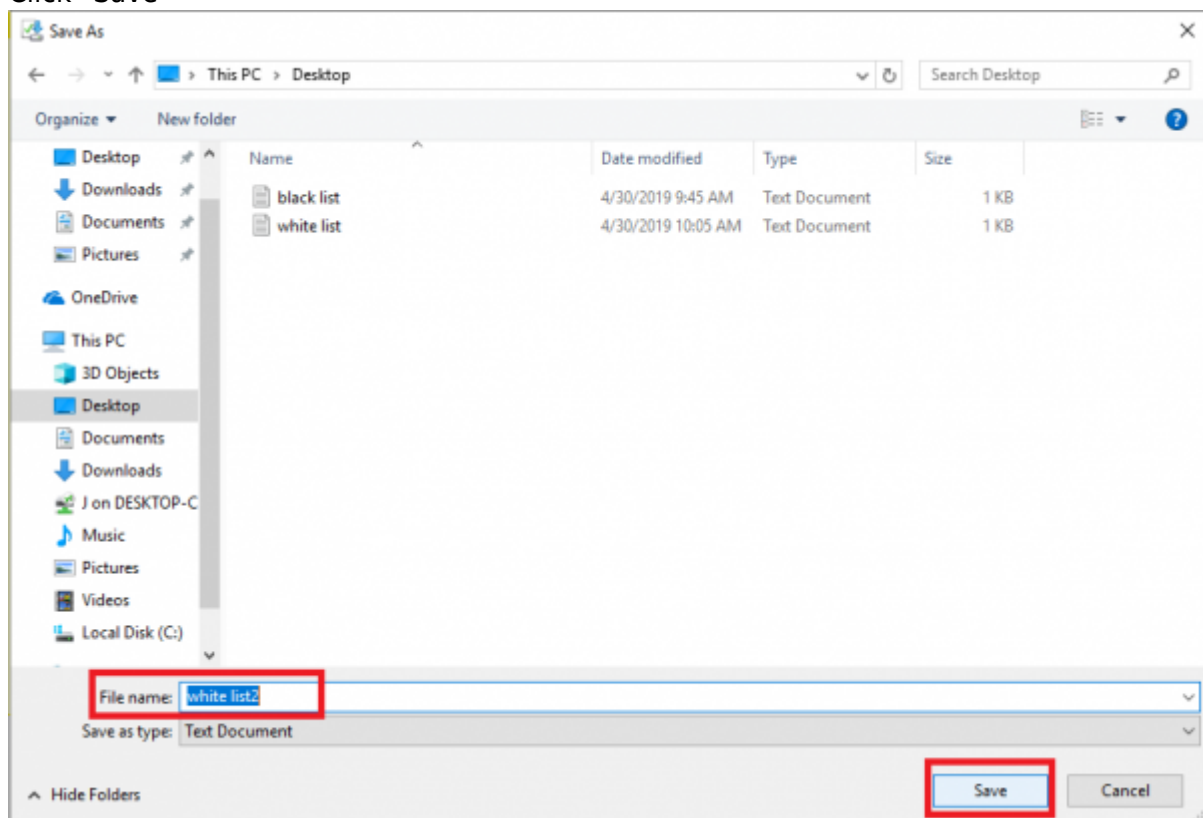
### Step 1

1. Go into the configuration screen, click "**Download...**," which is located next to "Save as".



## Step 2

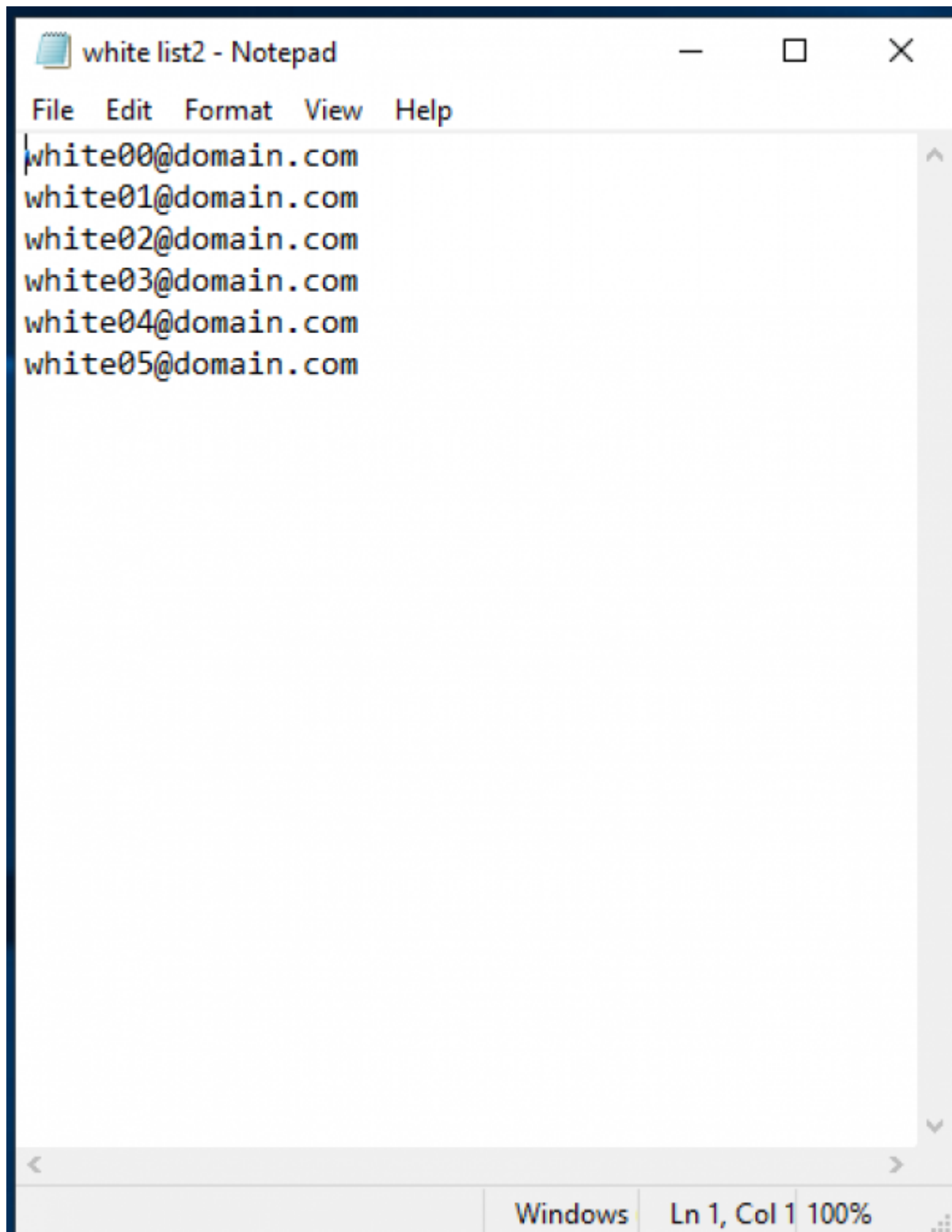
1. Select the path where you want to save the file (e.g., C:\Users\yschen\Desktop\white list2.txt)
2. Enter the desired file name (e.g., "white list2.txt")
3. Click "Save"



## Step 3

1. The figure below shows the exported whitelist.





## Configuring black or white lists from epecific emails

1. [Log in to Mail Reporter.](#)
2. Click "**Mail box**" on the bottom left.
3. Find the email you want to add, click "Add to Personal BlackList" or "Add to Personal WhiteList" to add to the black or white list, respectively, then use the method above to see whether the addition was successful.



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