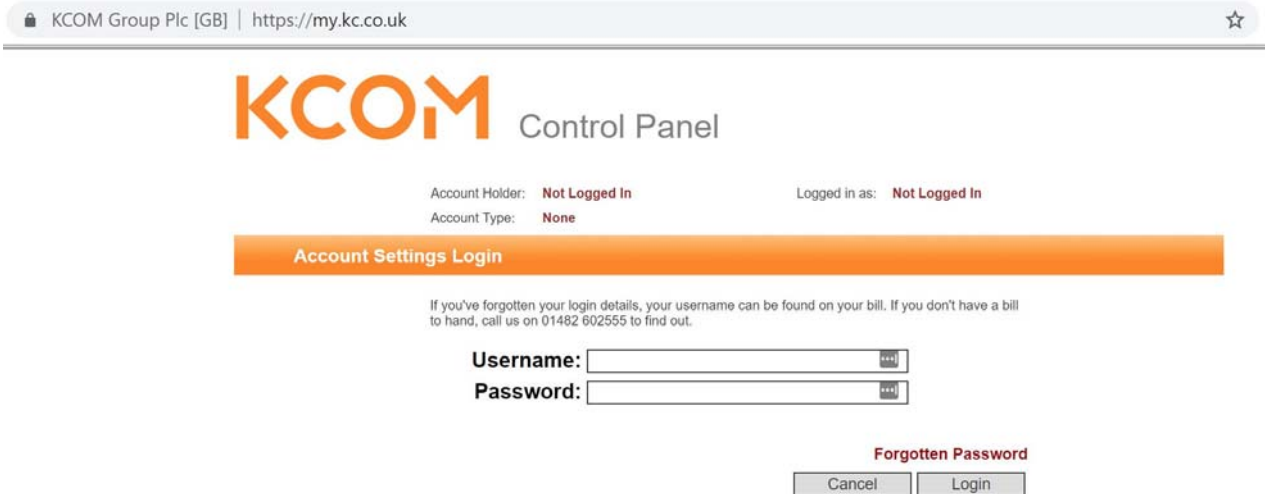


How to whitelist an email address with Karoo Webmail

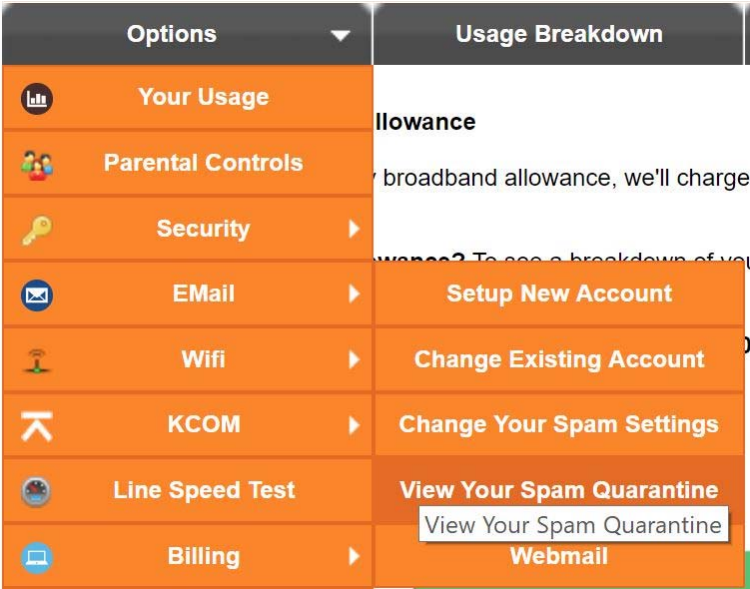
Browse to my.kc.co.uk

Log in using your KCOM username and password.

(username is the first half of your Karoo email address)



Highlight the Options tab, then the Email and click the option that reads 'View your Spam Quarantine'.



Now sign in using your full Karoo email address and password

Welcome to the KCom Quarantine Server:

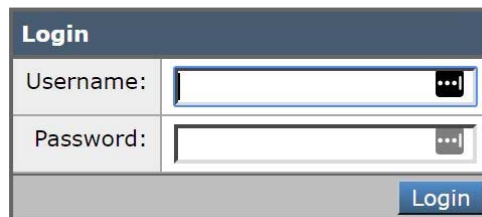
Pick up your quarantined mail from here.

The Username will be the full email address of your account.

Example:
joebloggs@joebloggs.karoo.co.uk

The Password will be the specific password for the account.

PLEASE NOTE: If you only see a search box once you have logged in, then you have no emails in quarantine.



The login form is titled "Login" and contains two input fields: "Username:" and "Password:". Each field has a small icon in the top right corner. Below the fields is a blue "Login" button.

Copyright © 2008-2017 Cisco Systems, Inc. All rights reserved. | Privacy Statement

Highlight the options tab in the top right corner, then select 'Safelist'.



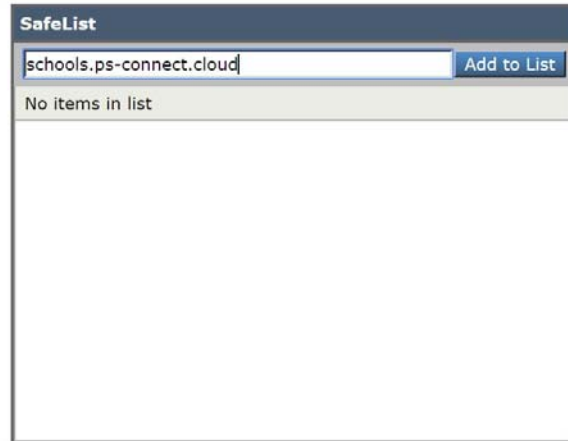
The "Options" menu is located in the top right corner. It contains the following items:

- Safelist
- Blocklist
- Languages**
 - Deutsch [de-de]
 - English/United States [en-us]
 - Español [es]
 - Français/France [fr-fr]
 - Italiano [it]
 - 日本語 [ja]
 - 한국어 [ko]
 - Português/Brasil [pt-br]
 - русский язык [ru]
 - 汉语简体 [zh-cn]
 - 漢語繁體 [zh-tw]
- Log Out

Now type the email address or domain that you don't want to be identified as spam, then click 'add to list'.

Please add
schools.ps-connect.cloud

Email addresses or domains added to this list will not be identified as Spam.



The screenshot shows a window titled "SafeList". At the top, there is a text input field containing "schools.ps-connect.cloud" and a blue button labeled "Add to List". Below the input field, the text "No items in list" is displayed. The main area of the window is empty.

The following formats can be used:
user@domain.com
server.domain.com
domain.com