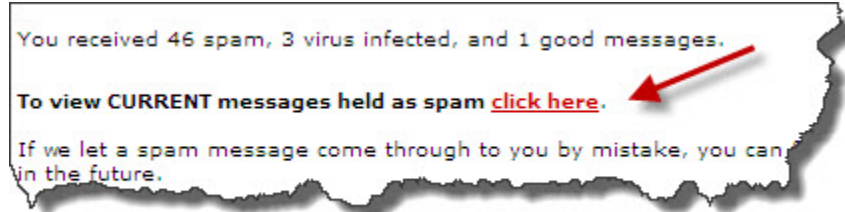




## Approving Blocked Emails

When students and/or parent emails are being blocked and the sender receives a message about being blocked, you can approve those emails from your Mail Summary.

Click the **click here** link in your Mail Summary email.



Once on the mail summary webpage, look for the blocked message (use ctrl+f) to search the page and click **Not Spam**.



That email and any future emails from that email address will be added to your **Allow List** and will then be delivered to your inbox.



Contact Michelle or Bryan if you need help with this!