Add Friend to SPAM Filter

1. In a web browser, go to http://rc.prtel.com



3. Click on Personal Dashboard

Admin	Dashboard
Email	
Passwore	d 🔤
	LOG IN
	Can't remember your password?
SIG	N IN WITH YOUR MICROSOFT WORK OR SCHOOL ACCOUNT
•	

- 4. Enter your email address and email password
- 5. You will see this:



Message	s Settings	Policies	Status					
Inbound Quarantine	Outbound Quarantine	Release	Delete Select A	All Download Message	Print Message			
2 2 Days 5 Days Week 2 Weeks Month To view messages received prior to migration go here								
Category	Cause	Relea	Date 👻	Sender	From	Subject		

6. Click on Policies Tab

Personal Dashboard	× +									
← → C බ 😄 parkregion.email-protect.gosecure.net/console/										
🗅 Morning Left 🕒 Morning Right	🗀 Research 🛛 🔝 PRTV NOW	📥 QA_CSR 🗈 Campgrounds	🗅 Email 🖸							
Messages Settings Policies Sta	atus									
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Inbound Outbound Release D Quarantine Quarantine	Delete Select All Download Message	Print Message								
2 2 Days 5 Days Week 2 Weeks Month To view messages received prior to migration go here										
Category Cause Relea Date	Sender	From	Subject							

7. Put in their email address such as someone@someone.com and click the plus sign

Musages Settings Policies Status	
▼ Fil er by Message Type Control her v intercepted messages are processed.	
Filte by Sender	
Friends	
Sender	

8. Now any emails that come from that address will not be caught by spam filter.