

The How-to Guide for Spam Filters

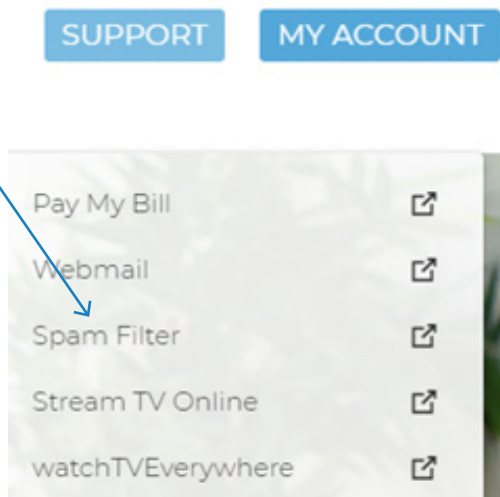
Wondering how to change your spam filters? In this guide, you'll learn how to access the spam filter (pg 1-2), release emails from the spam filter (pg 2), blacklist or whitelist email accounts (pg 3-4), and remove an address from the blacklist or whitelist (pg 5-6).

Accessing the Spam Filter

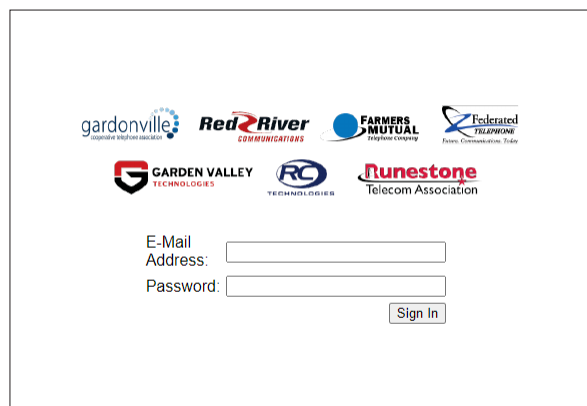
- 1 Go to www.gctel.com and **hover** over "MY ACCOUNT"



- 2 Click on "Spam Filter"

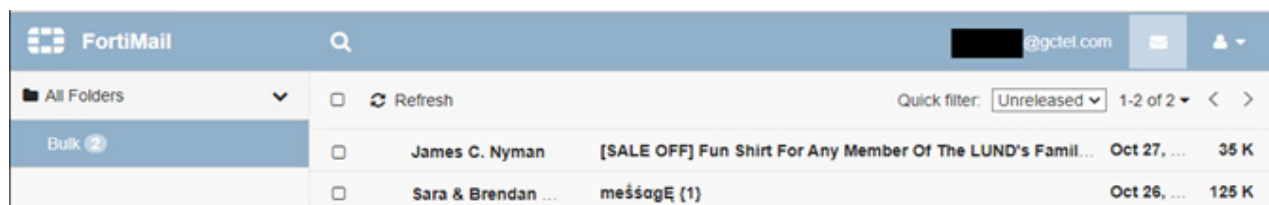


- 3 **Fill in** the text fields with your full email address and password and click **"Sign-In"**



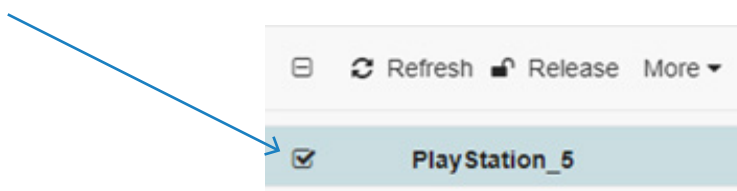
The sign-in page features logos for gardenville, Red River COMMUNICATIONS, FARMERS MUTUAL Telephone Company, Federated TELEPHONE, GARDEN VALLEY TECHNOLOGIES, RC TECHNOLOGIES, and Runestone Telecom Association. Below the logos are two input fields: "E-Mail Address:" and "Password:", followed by a "Sign In" button.

- 4 **Congratulations!** You are now accessing your spam emails.

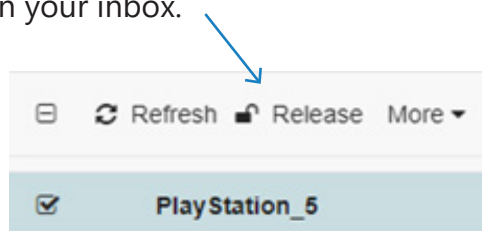


Releasing Emails from the Spam Filter

- 1 If an email is caught in your spam filter that you want in your email inbox, **check the box** next to the email.



- 2 Click **"Release"** at the top of your screen. The email will be removed from your spam filter and will now appear in your inbox.

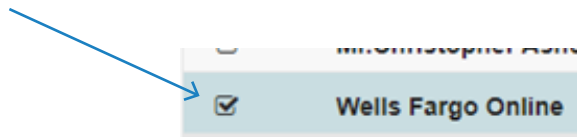


Blacklist or Whitelist Email Accounts

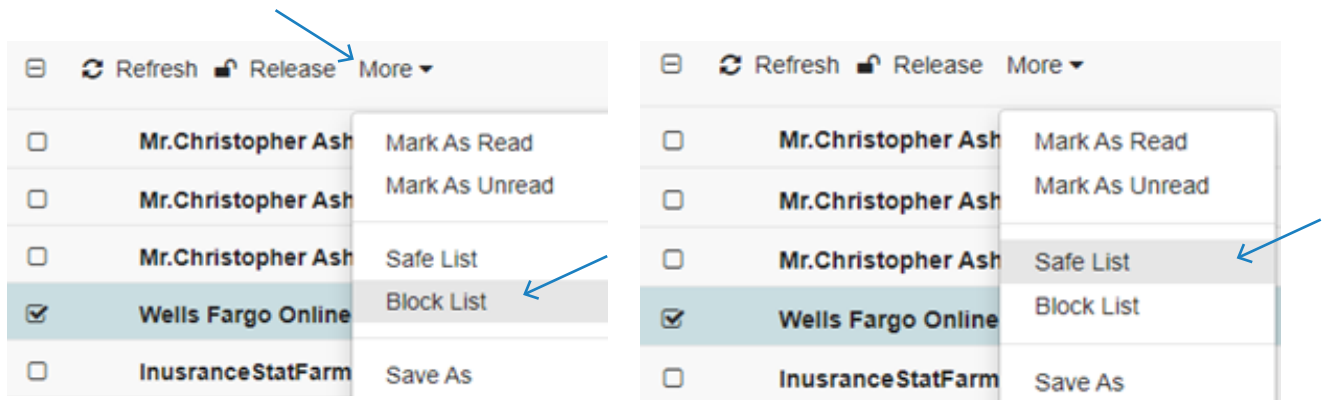
Your **Blacklist**, AKA Block List, consists of email addresses that you do not want to receive emails from anymore. Your **Whitelist**, AKA Safe List, consists of email addresses you always want to receive emails from.

Option 1

- 1 Check the box next to the email.

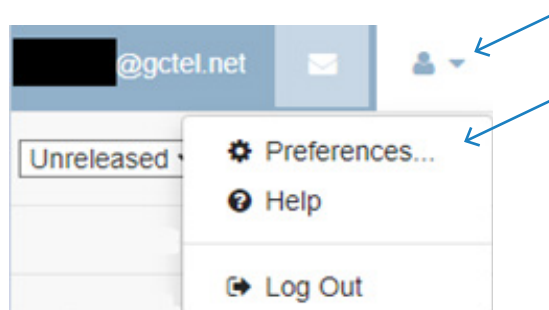


- 2 Click "**More**" at the top of the screen, then select **Block List** to blacklist an address OR **Safe List** to whitelist an address.

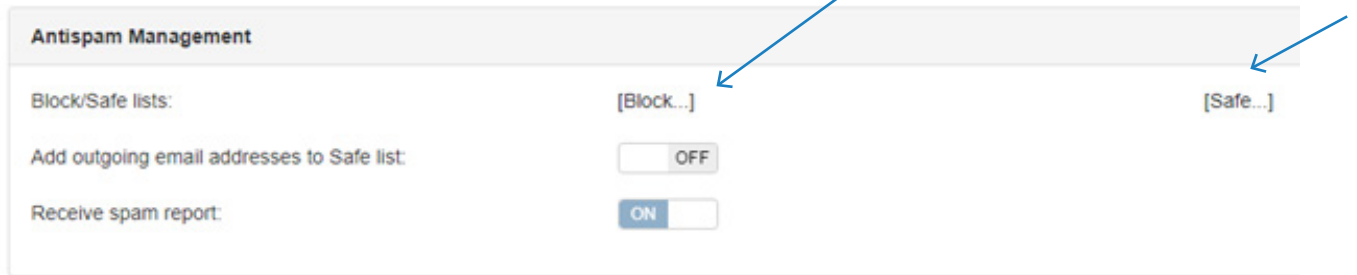


Option 2

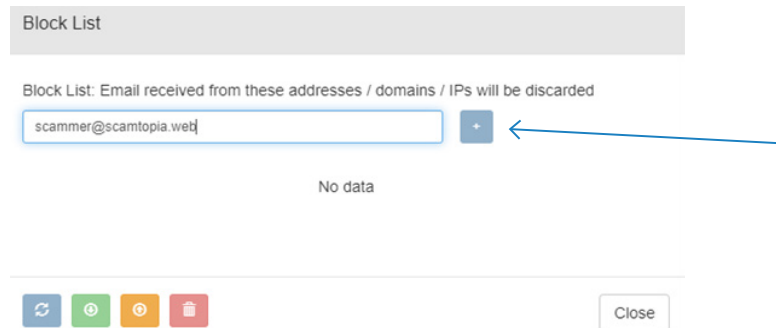
- 1 Click on the **silhouette icon** in the top right corner of the screen, then click "**Preferences**"



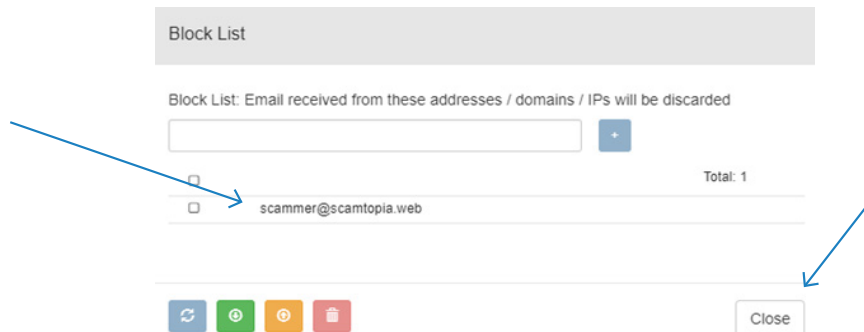
- 2 Navigate to the **Antispam Management** section. Select **[Block...]** to open your blacklist OR select **[Safe...]** to open your whitelist.



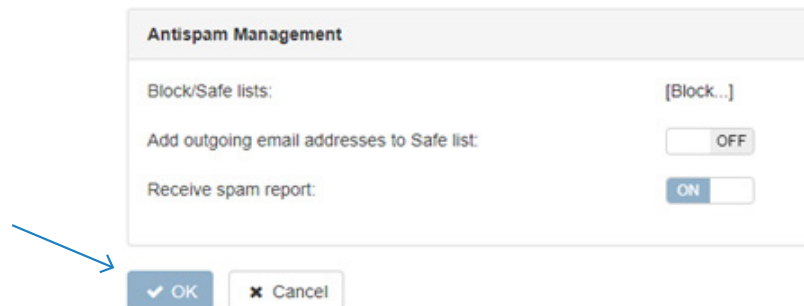
- 3 Type in the email address you want to blacklist. Then, click the blue plus sign.



- 4 You'll see the address listed below the text box. Click **"Close"**

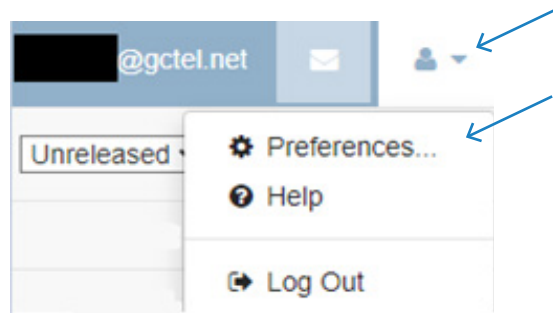


- 5 Click **"OK"**

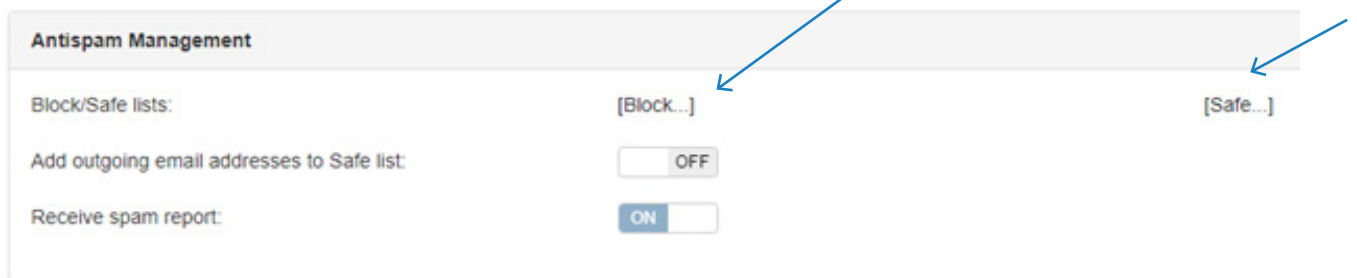


Removing an Address from Blacklist or Whitelist

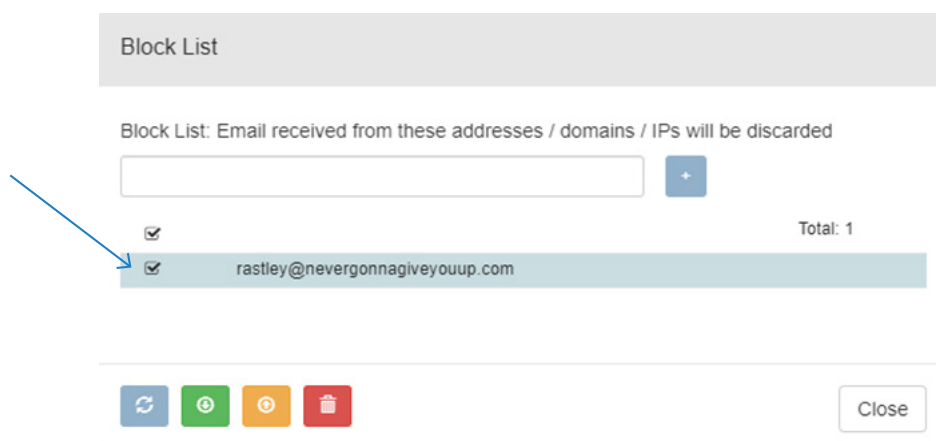
- 1 Click on the **silhouette icon** in the top right corner of the screen, then click "**Preferences**"



- 2 Navigate to the **Antispam Management** section. Select **[Block...]** to open your blacklist OR select **[Safe...]** to open your whitelist.



- 3 Check the **box** to the left of the address.



- 4 Click the **red trash** can beneath the address list.



The address has been removed from your blacklist or whitelist.

- 5 Click "**Close**" and then "**OK**"

