

# How to block an email address (public)

1. Log in here -> <http://globe2.edgepilot.com/>
2. Navigate to the top left and Click the menu icon
3. Go to service administration-> email threat protection
4. Click filters ->Email addresses
5. Type the email into the 'email addresses' search bar located on the right of the screen
6. To the right of the email tab press the drop down that says 'allowed' and click 'blocked' then click add

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