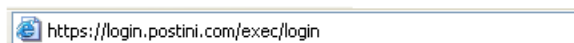


Adding your Approved Senders and Blocked Senders to Sophos

If you currently have Approved Senders and Blocked Senders in Postini, you'll have to retype them in Sophos (there is no way to export and import your list). I had about twenty Approved senders in Postini. Here's how I recreated them over to Sophos:

1. Navigate to <http://login.postini.com>
2. Log-in with your full NDNU email address and password

Note: as shown in Postini you Log in with your complete @ndnu.edu email address. However, with the new Sophos system, you type in your username (without @ndnu.edu)

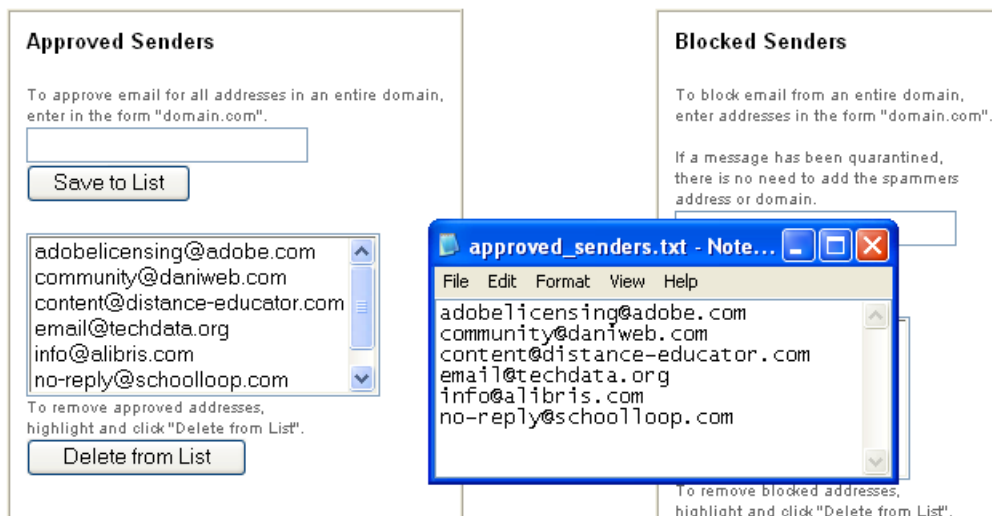


Log in to your message center.

Log in Address
 example: joe234@jumbowidgetsco.com

Password

3. Click Junk Email Settings, then scroll Approved Senders is at the bottom of the page
4. On your PC, open NotePad via Start>Programs>Accessories>NotePad. If you're on a Mac, use a different text or word processor.
5. Resize the NotePad window so you can view the Approved Senders list, and Save the file:



6. Begin retyping each of the addresses in Notepad. You'll have to click back periodically onto the Postini page so that you can scroll down to see more addresses.

Once you have your lists of any Approved or Blocked Senders:

7. Navigate to <http://mailfilter.ndnu.edu>
8. Log-in with your NDNU email username and password

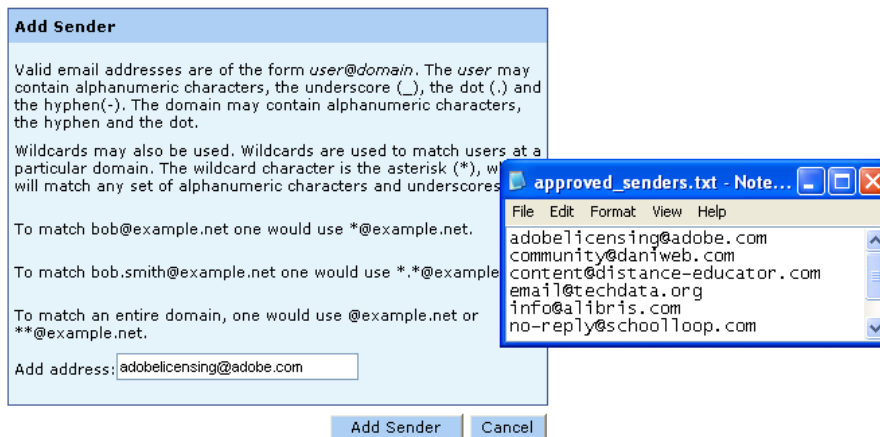
Note: as shown in Sophos you log in with just your username (don't include the @ndnu.edu)



9. Click Approved Senders.
10. Click the Notepad window on your Windows taskbar so that you can view NotePad and your Approved Senders side-by-side as shown:

Approved Senders

You have no approved senders.



11. One-by-one copy an address from your NotePad, paste it into the Add address field, then click Add Sender.

As you Add each address you'll see it added to your list.

12. Click **Add Sender** to go back and add the next address.
13. Repeat this process in for any Block Senders.

