

# Adding Email Sender or Email Domain to Block Senders

To add a sender or a domain to the block list

(under the current configuration which is under **Admin Console** -> **Gateway** -> **Policies** )

The screenshot displays the 'Policies' configuration page in the Admin Console. The left sidebar shows the navigation menu with 'Policies' selected under 'Gateway'. The main content area shows a table of policies with 'Blocked Senders' highlighted. Below the table, the configuration details for the 'Blocked Senders' policy are shown, including 'Options', 'Emails From', and 'Emails To' sections.

**Policy Table:**

From	To	Policy	Start	End	Narrative
[ External]	External	Block sender	2022-08-23	Eternal	Default External to External Block...
External	Relay	Take no action	-	Eternal	Default External to Relay Blocked ...
Blocked Senders	Everyone	Block sender	2022-08-23	Eternal	Default Blocked Senders to Everyon...

**Configuration Details for 'Blocked Senders' Policy:**

**Options**

- Policy Narrative: Default Blocked Senders to Everyone Policy
- Blocked Sender Policy: Block sender

**Emails From**

- Addresses Based On: Both
- Applies From: Address Groups
- Profile Group: Blocked Senders (highlighted)
- Show Location: ?

**Emails To**

- Applies To: Everyone
- Specifically: Applies to all Recipients

**Admin Console -> Directories -> Profile Groups**

Select **Blocked Senders** from the Profile Tree under Root

Then select the **Build** drop down menu item

from there select either **Email Address** or **Email Domains**

when adding the items, its best to at least add the date in the note section so it can be seen as a group and or when it was entered easily in case of roll back.

