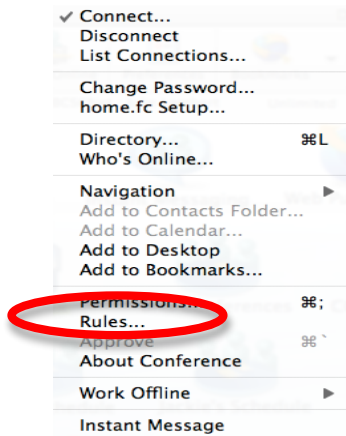


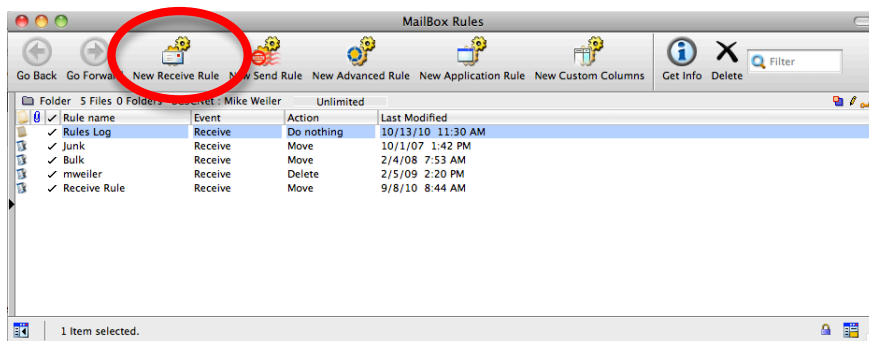
How to Block e-Mail

To block those “nasty” emails that comes from your email address...

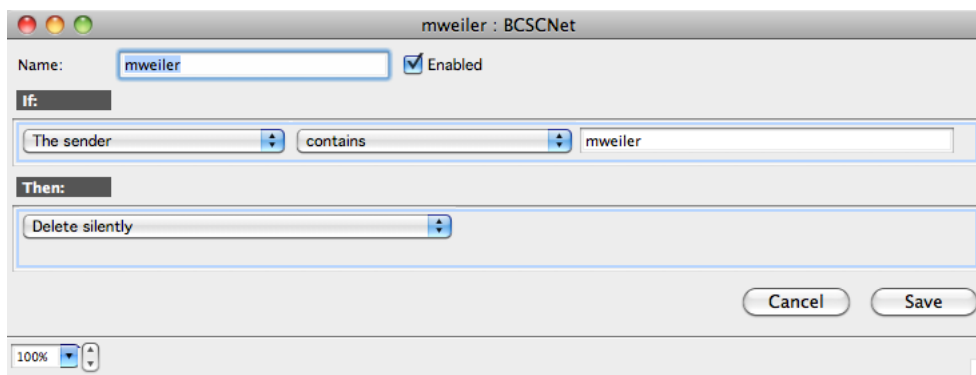
1. Open Firstclass and navigate to the menubar “**Collaborate**” and select “**Rules**”



Click on New Receive Rule



2. Name the rule and select “**The sender**” in the “**If**” section. Also select the “**contains**” and type in your username in the blank box provided. In the “**Then**” section select “**Delete silently**” and click “**Save**” to close.



You have successfully blocked email.