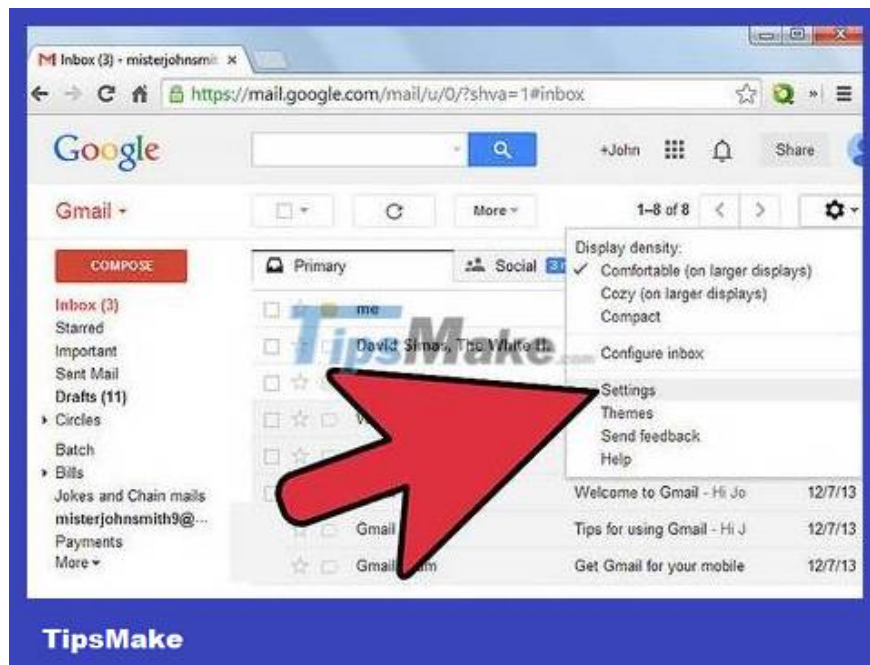


# How to Block Emails

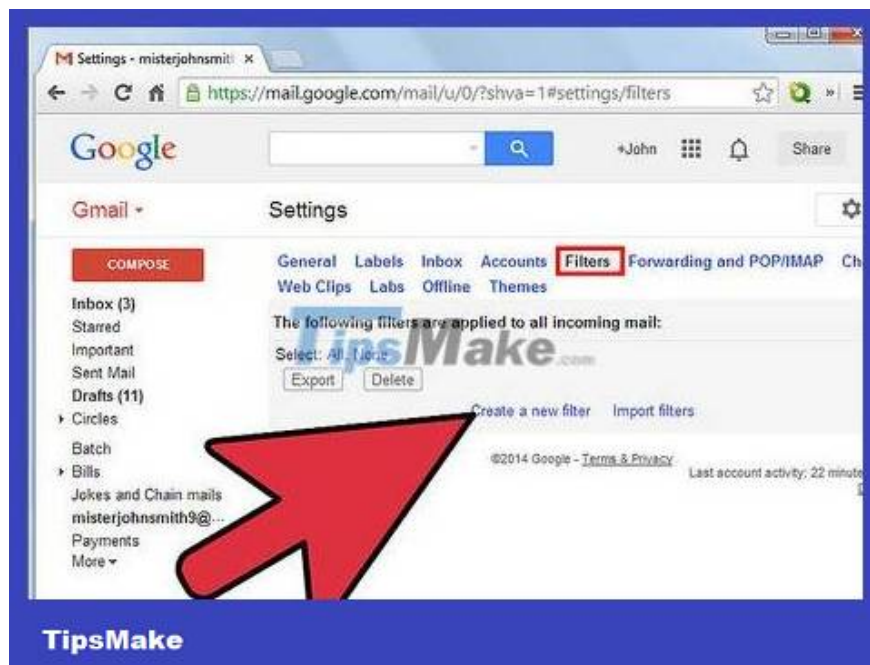
Email is a great means of communication, but what happens if you give the wrong person your email address? SPAM. To deal with this problem, most providers allow users to filter and block messages from specific users. If you feel annoyed because your mailbox is filled with unwanted messages every day, follow the instructions below to block those email addresses.

## For Gmail



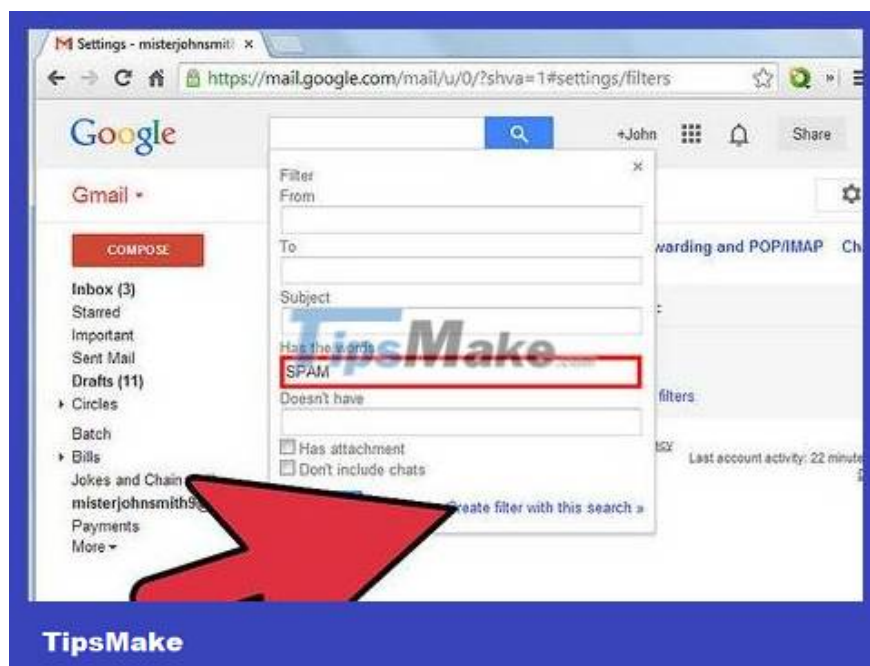
**Click on the Wheel icon and select Settings.** Gmail doesn't have a traditional Block option, instead it creates a filter that sends messages from users you want to block to the Trash.

You can also use email blocking extensions, available on Google Chrome and Firefox. Some utilities require payment after the trial expires, but they are more effective at blocking messages. Check out the features and user reviews before installing if you want to reach for a simpler method to block Gmail.

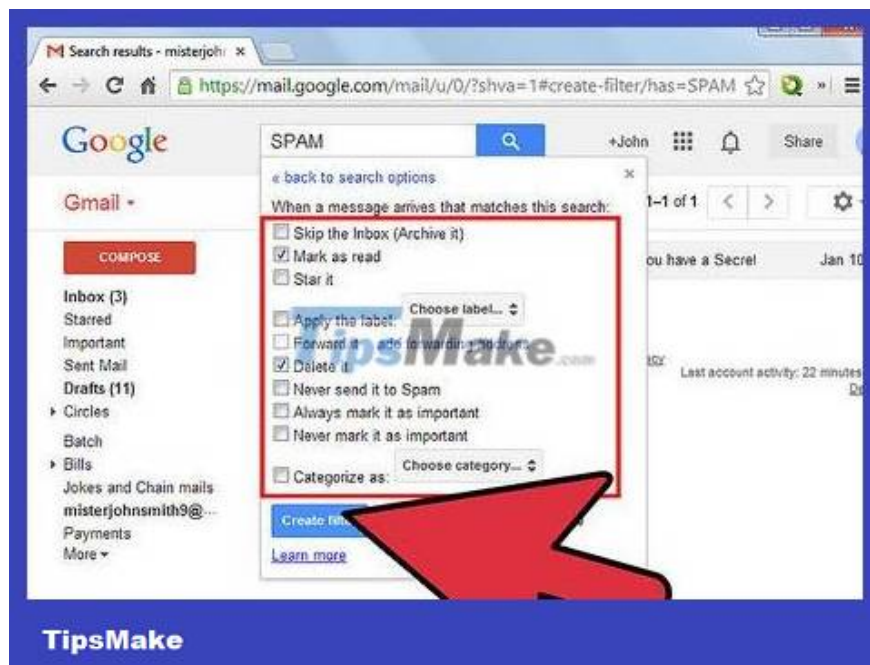


**Click on the Filters tab.** Select the 'Create a new filter' link at the bottom of the page. You will have to scroll the page to find this item.

You can create filters from any email message. Open the email then click the **Add** button above each message. Then, select Filter **messages like these** in the options list.



**Enter settings for the filter.** Gmail's filters are very powerful. You can enter one or more addresses, separated by commas, or domain names by adding the '@' sign after each email address. Once completed, select "Create filter with this search".



Select the actions you want to perform with the message by checking the corresponding dialog box. Check 'Mark as read' and 'Delete it', these messages will not go into the inbox but will be moved directly to the trash. When finished, click **Create filter** and when the user you want to block sends messages, they will be moved to the trash.

Check **Apply filter to matching conversations** to remove all previous messages in your inbox.

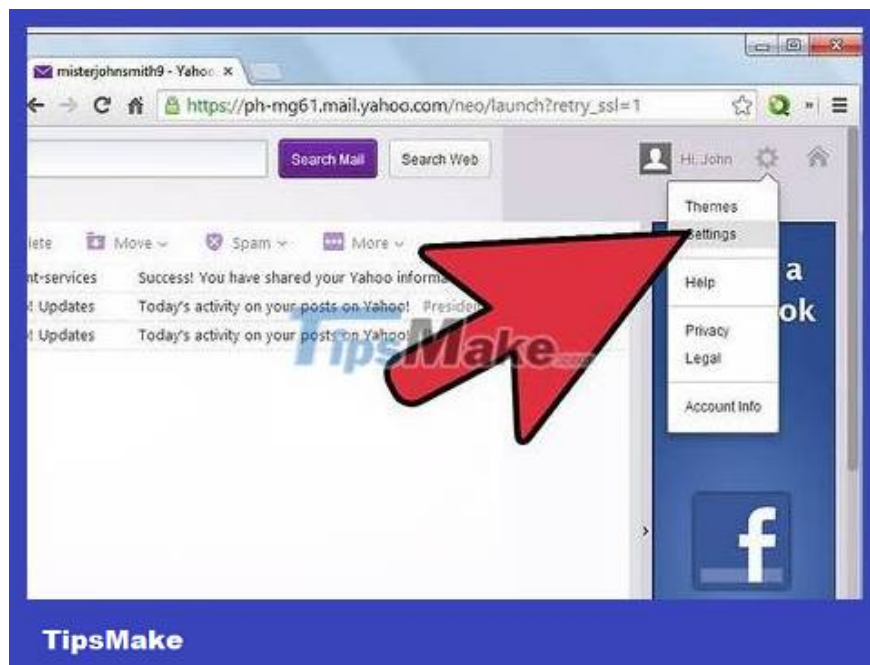
## For Yahoo! Mail



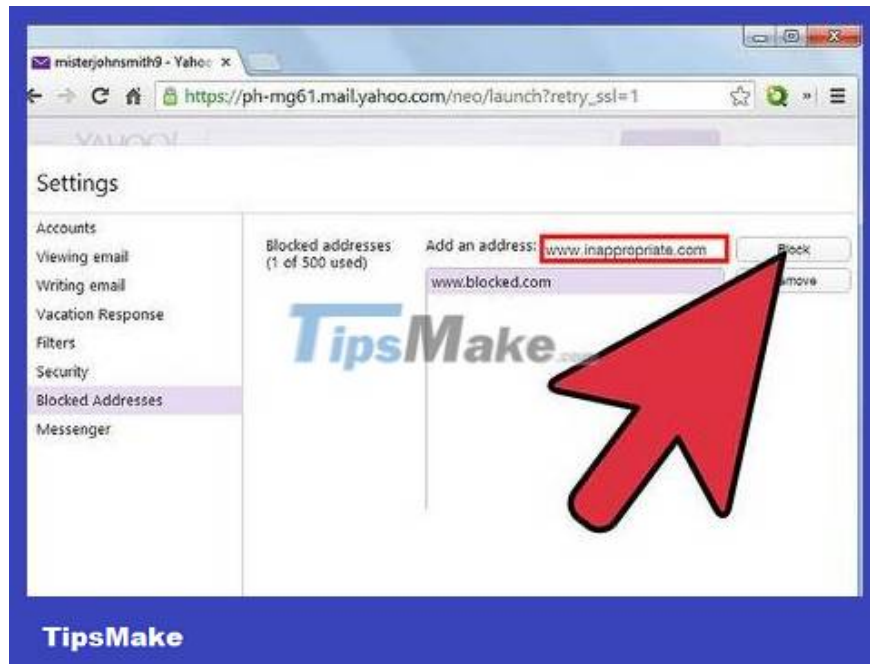
**Sign in to your Yahoo account!** your . Enter your Yahoo account and password!



At the homepage of Yahoo! , select Mail. This operation allows opening a Yahoo! Your email.



Click on the wheel icon in the upper right corner of the screen. Select **Settings** in the menu.



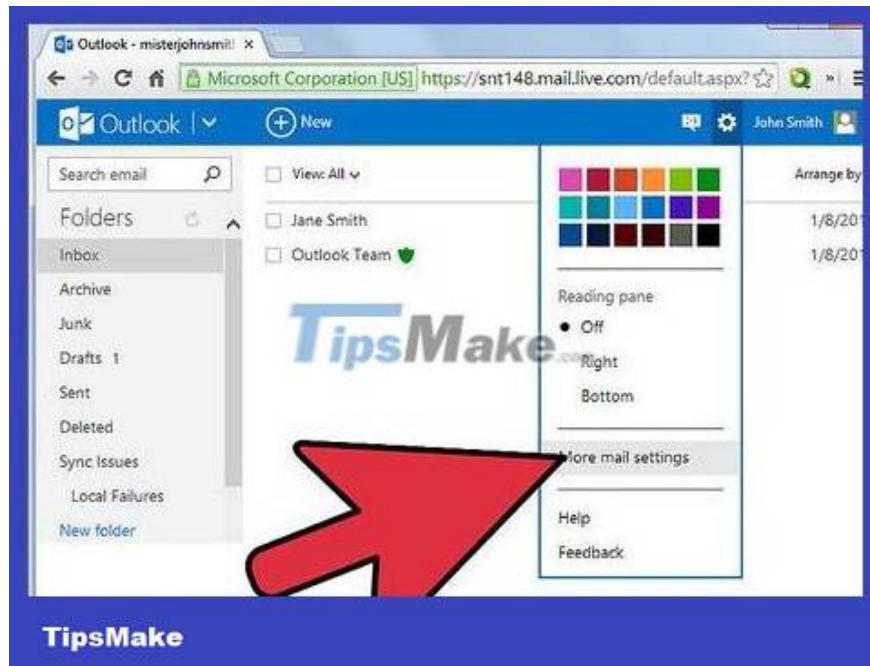
Select "**Blocked Addresses**" (**Blocked Addresses**). Type in the email address you want to block then press the **Block** button .

**Tip:** You can block up to 500 email addresses in a single account. All messages from such users will be immediately deleted, and will not be returned to the sender's account as undeliverable.

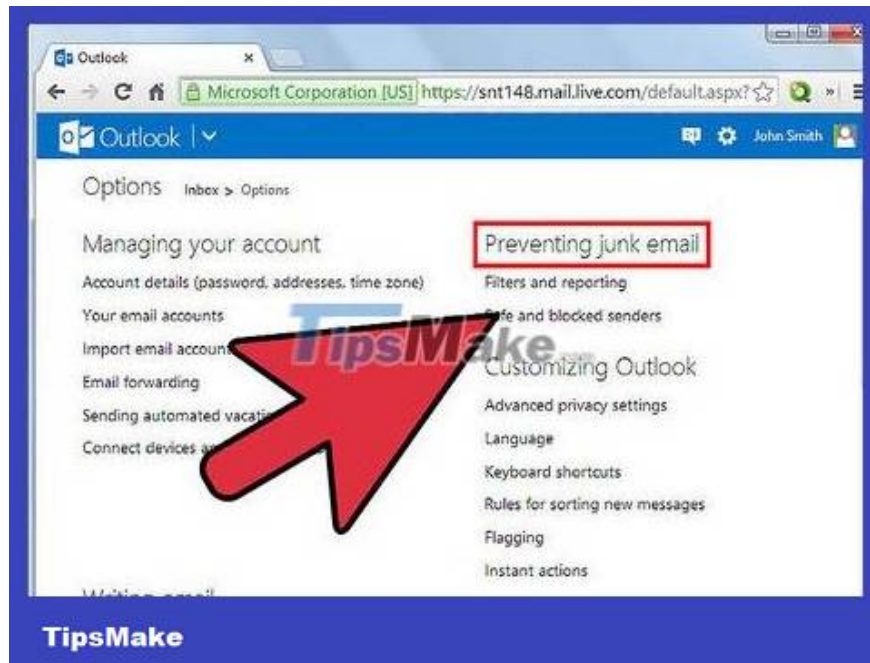
You can block entire domains by entering the domain address into the filter. This method is useful if you keep receiving mail bombs from many different users with the same domain name. The domain name is the part of the address after the '@' symbol.

To remove an address from the block list, highlight the address and click the **Remove** button .

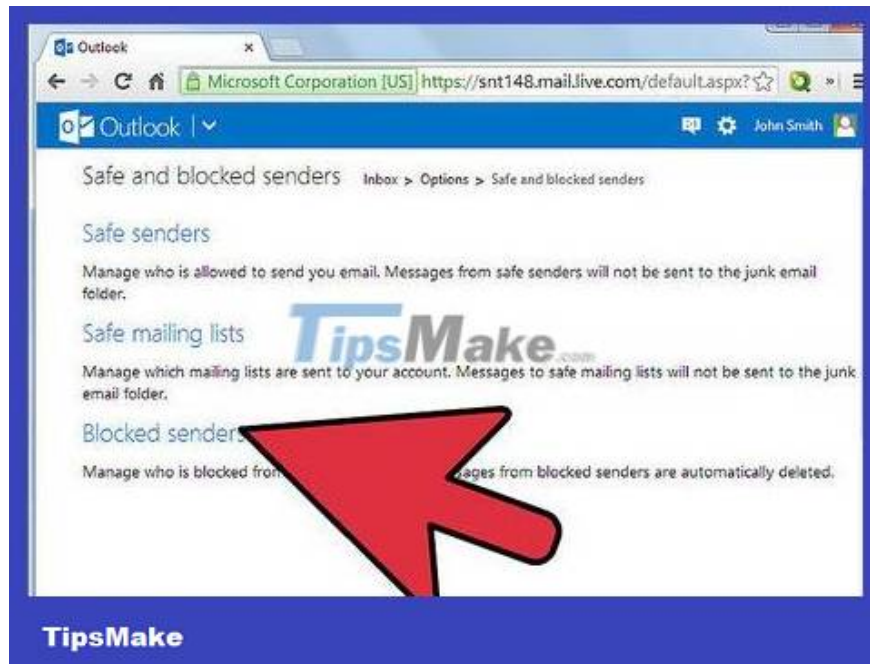
**For Outlook.com**



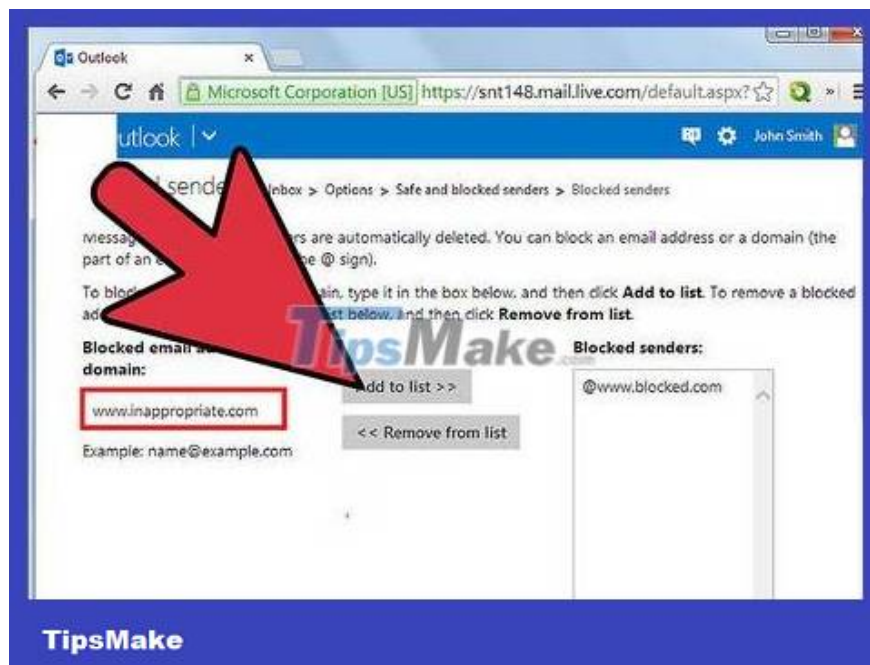
**Click on the Settings button.** The wheel icon is in the upper right corner of the Outlook.com window. Select 'More mail settings'.



**Click on the "Safe and blocked senders" link.** This link is in the "Preventing junk mail" section.



Click on the "Blocked senders" link. A new page will appear asking you to enter specific addresses to block.



Enter the address or domain you want to block. The domain name is the part after the "@" symbol of the email address. If you add a domain name to the list, you will block all email addresses that use that domain name. After entering the address, press the **Add to list >>** button (Add to list >>).

Unable to block specific domains. To block domains of this type, open the "More mail settings" window and select the "Rules for sorting new messages" item. Click on the "New" button then select "Sender's address contains". Enter the domain you want to block. Check the "Delete these messages" section then select Save.

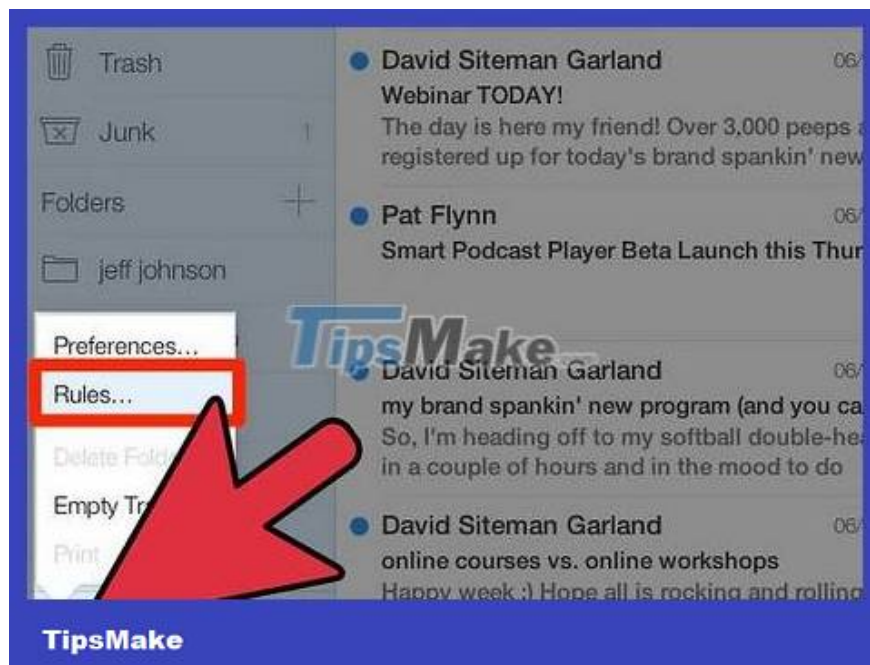
**For iCloud Mail**



**Sign in to your iCloud account.**



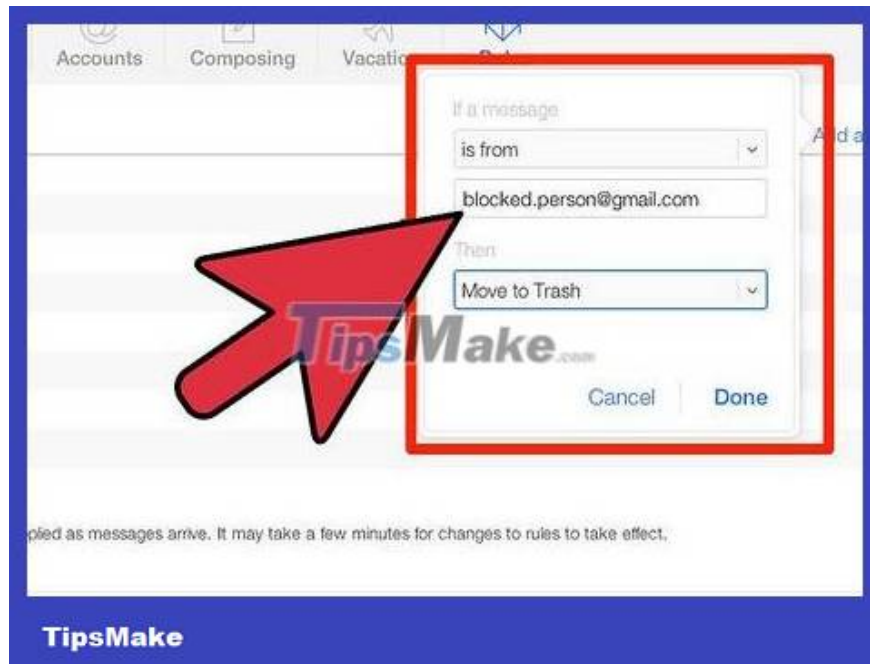
**Select Mail on the main menu.**



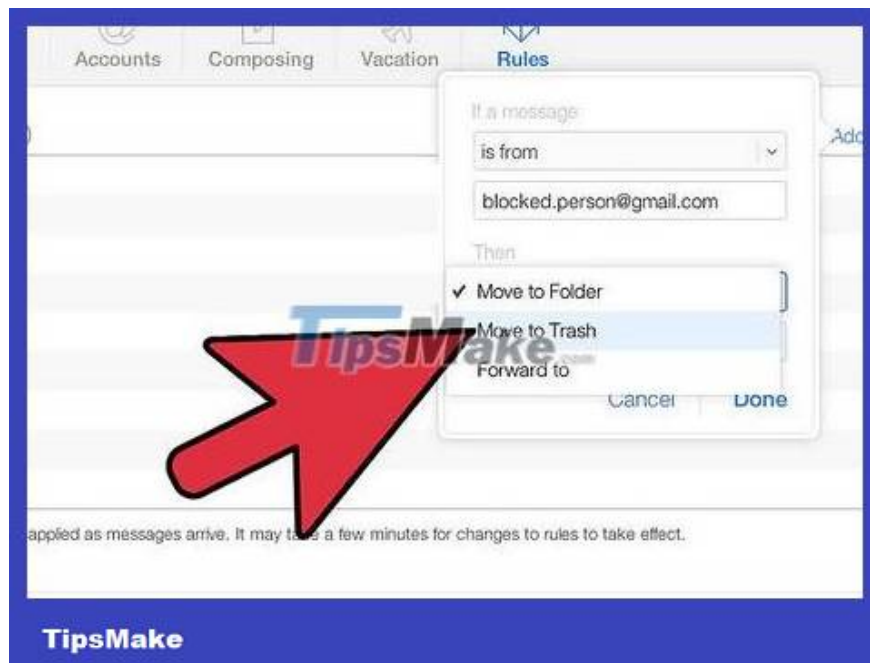
**Select the Settings button.** The button with the wheel icon is located in the lower left corner of the iCloud window. Select 'Rules'.



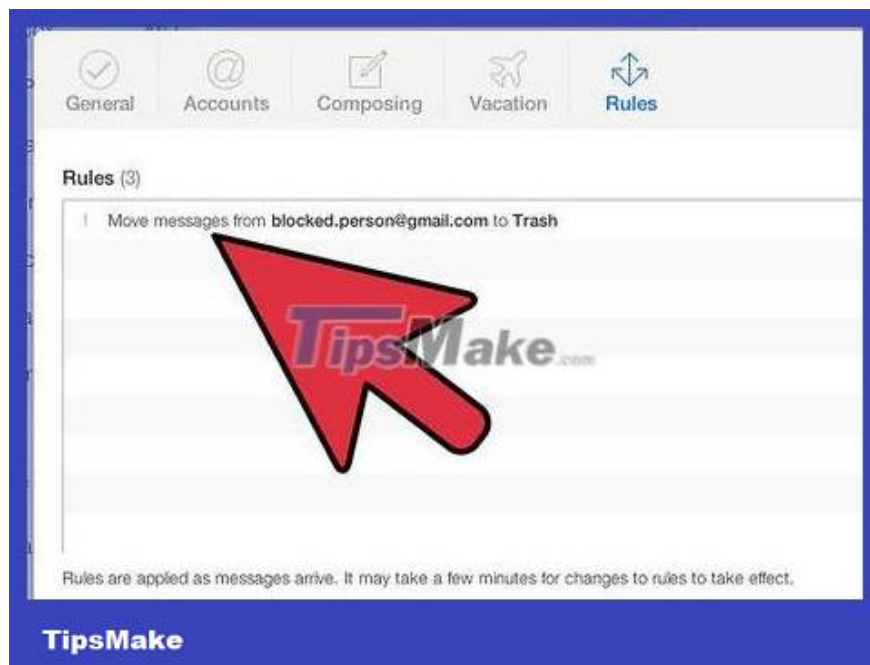
**Click on the 'Add a Rule' link.**



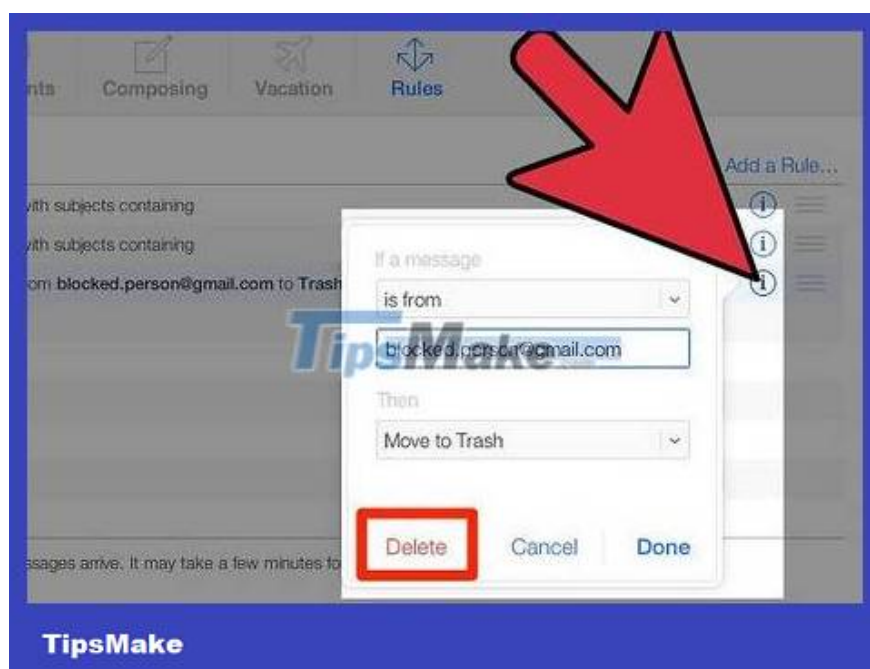
**Enter the email address to block.** *Advanced tip:* enter a website domain (the part after the '@' symbol of the address, for example Facebook.com) to block all email addresses that use that domain.



**Select 'Move to Trash'.** Then all messages from blocked users will be automatically moved to the Trash. They will not appear in the Inbox.

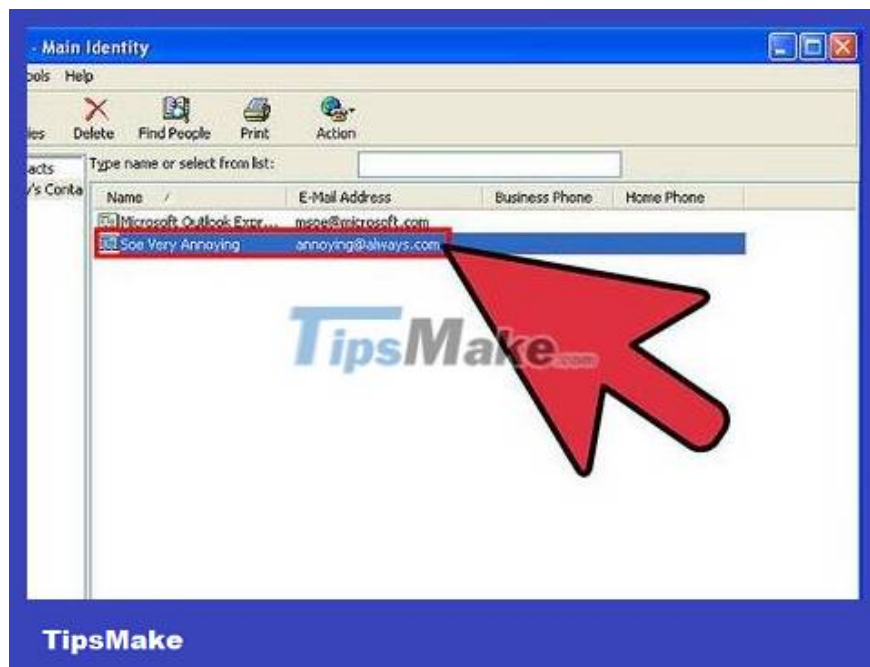


Select 'Done' to save the rule. Now you can add more rules.



**To delete a rule:** Click on the dialog box (i) on the right side of the rules table. This opens the Edit menu. Click **Delete** to remove the rule.

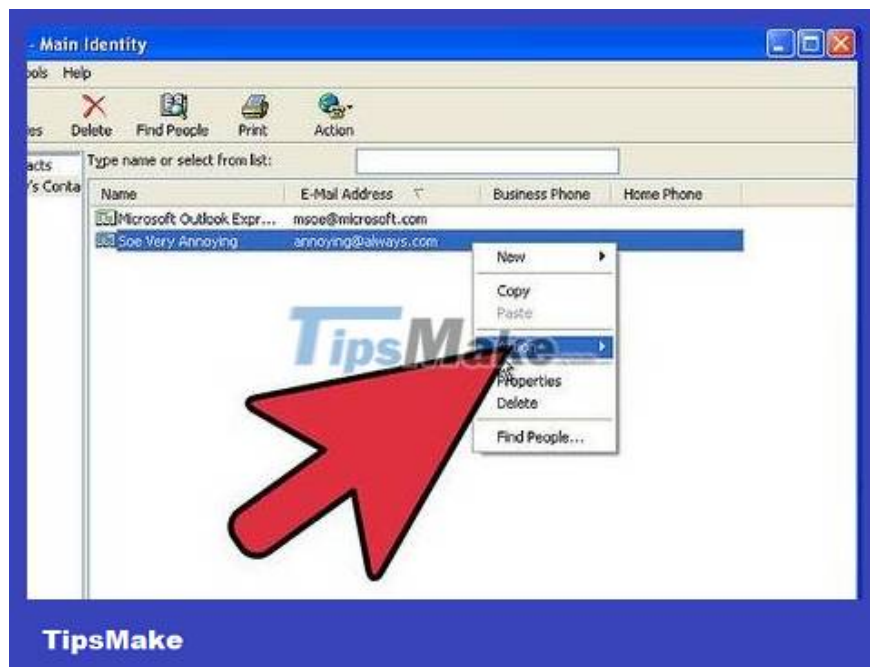
**For Outlook Express**



Select an email address you want to block. Remember to click on that address to bookmark it.



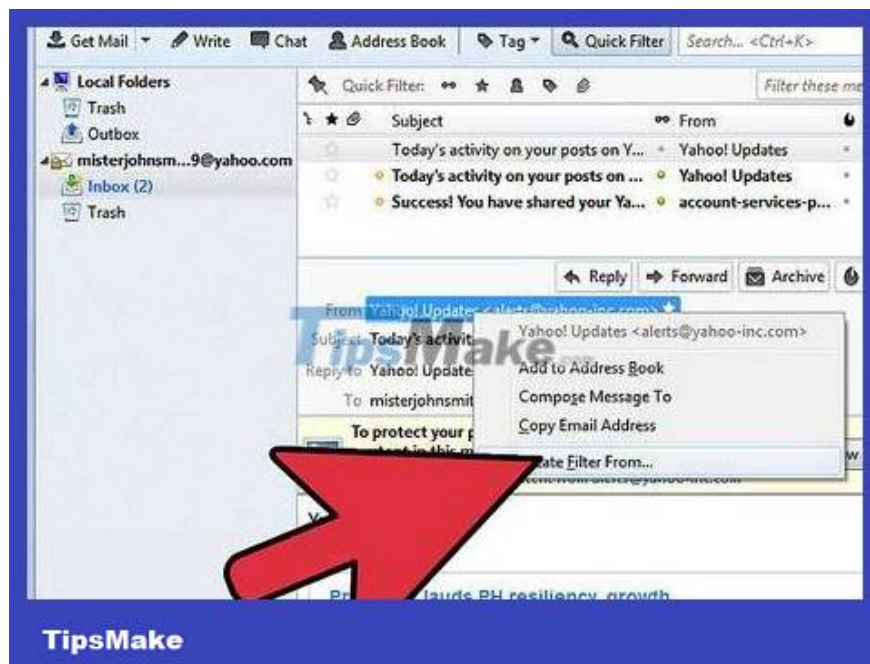
Right-click on that sender's message title. Then a menu will appear.



**Move the mouse cursor to the "Junk E-mail" section.** Select "Add Sender to Blocked Senders List".

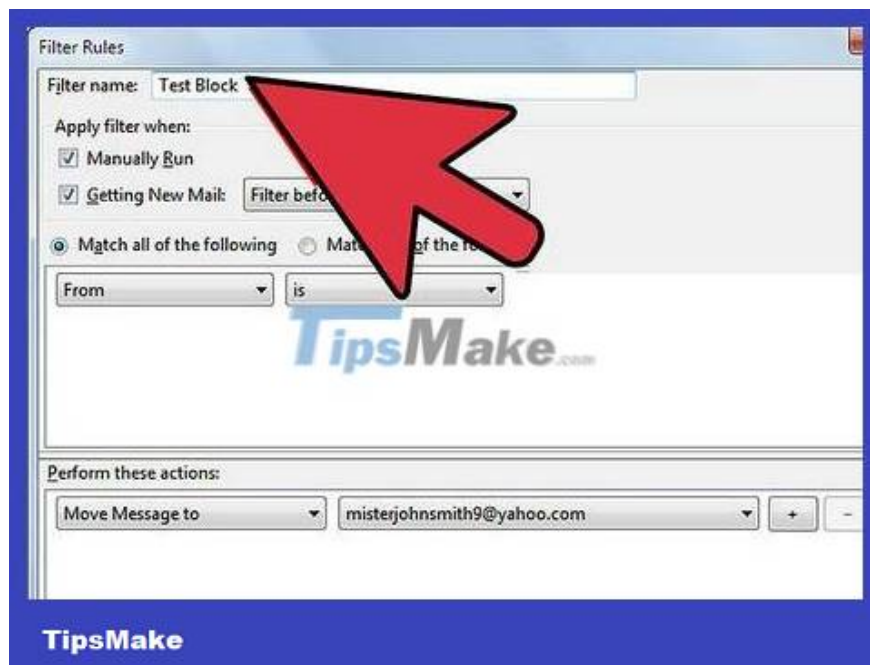
This allows all messages from users in the list to be blocked depending on whether you select "Yes" or "No" when asked.

## For Mozilla Thunderbird



**Select a message from the user you want to block.** Right-click the person's address at the top of the message, then select 'Create Filter From' in the menu.

The filter panel will appear with the username pre-populated in it.



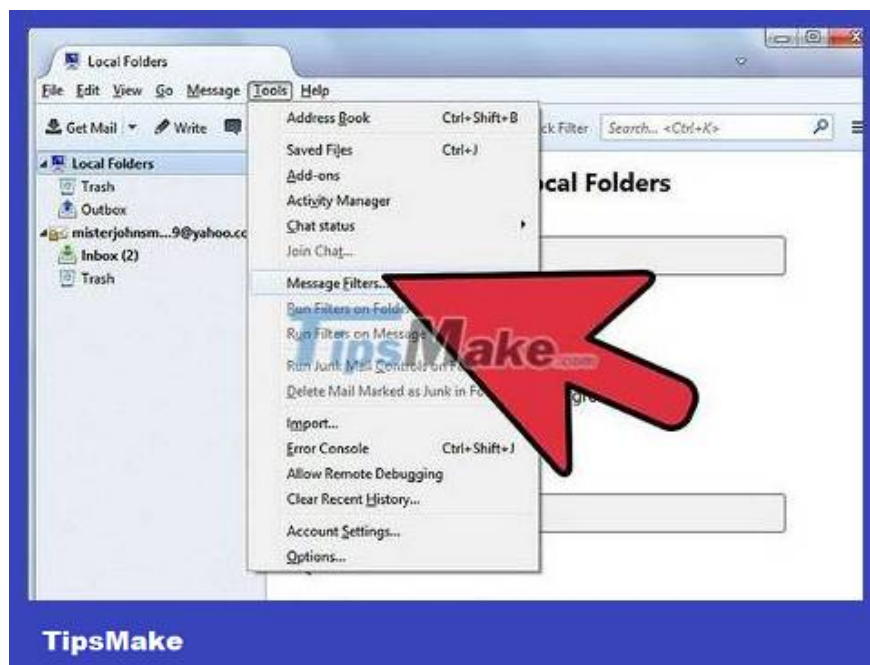
**Name the filter.** When the filter panel appears, you can name the filter 'Block List' so it can be easily searched next time.



**Set the filter to 'Match any of the following'.** This enables the filter to work as you add multiple email addresses to the list.



**Change the action to " Delete Message ".** You can find this in the " **Perform these actions** " section of the filter window. Click OK to save the filter. All messages from that address will be immediately deleted.



**Add more addresses.** If you want to expand the block list, click on the " Tools " menu **then** select " **Message filters** ". Select the filter " **Block list** " then select the " + " icon. Add an email address or domain name.

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