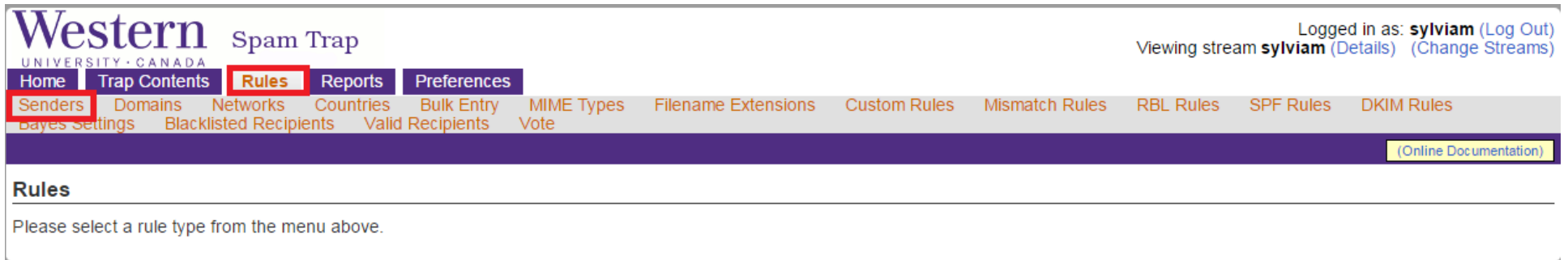


# Whitelisting Legitimate Senders

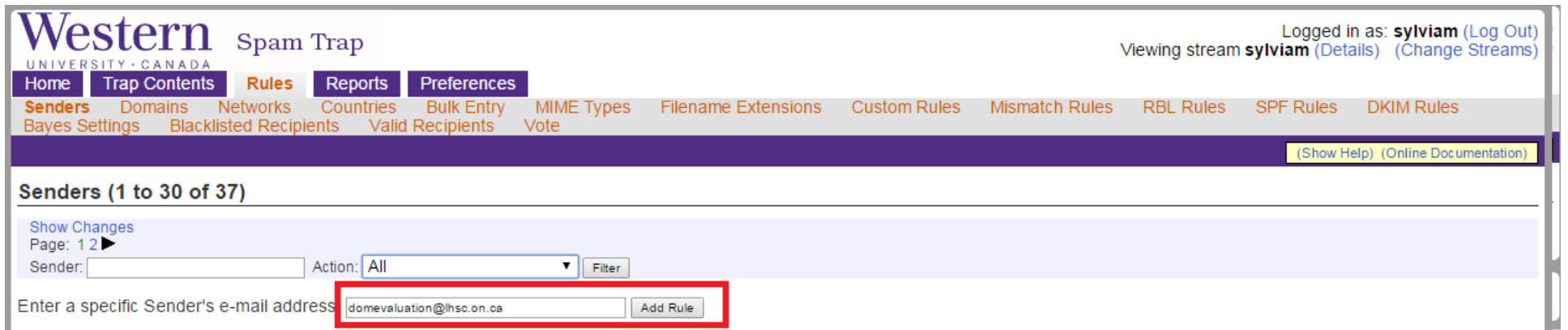
## Procedure

1. Login to your SpamTrap: <http://spamtrap.uwo.ca>
2. Enter your Western user name and password.
3. Select **Rules... Senders**



The screenshot shows the Western University Spam Trap web interface. The user is logged in as 'sylviam'. The navigation menu includes 'Home', 'Trap Contents', 'Rules', 'Reports', and 'Preferences'. The 'Rules' menu is expanded, showing options like 'Senders', 'Domains', 'Networks', 'Countries', 'Bulk Entry', 'MIME Types', 'Filename Extensions', 'Custom Rules', 'Mismatch Rules', 'RBL Rules', 'SPF Rules', and 'DKIM Rules'. The 'Senders' option is highlighted with a red box. Below the menu, there is a section titled 'Rules' with the instruction: 'Please select a rule type from the menu above.' A link for '(Online Documentation)' is visible in the bottom right corner.

4. From the **Enter a specific Sender's e-mail address:**
  1. Type the address you would like to receive mail from
  2. Select **Add Rule**



The screenshot shows the Western University Spam Trap web interface. The user is logged in as 'sylviam'. The navigation menu includes 'Home', 'Trap Contents', 'Rules', 'Reports', and 'Preferences'. The 'Rules' menu is expanded, showing options like 'Senders', 'Domains', 'Networks', 'Countries', 'Bulk Entry', 'MIME Types', 'Filename Extensions', 'Custom Rules', 'Mismatch Rules', 'RBL Rules', 'SPF Rules', and 'DKIM Rules'. The 'Senders' option is highlighted with a red box. Below the menu, there is a section titled 'Senders (1 to 30 of 37)'. There is a 'Show Changes' link, 'Page: 12', and a 'Sender:' input field. The 'Action:' dropdown menu is set to 'All'. Below the 'Sender:' input field, there is a text input field containing 'domevaluation@lhsc.on.ca' and an 'Add Rule' button. The text input field and the 'Add Rule' button are highlighted with a red box.

- From the column Action drop down menu select **Always Allow**
- Select **Submit Changes**

Western University - Canada Spam Trap

Logged in as: **sylviam** (Log Out)  
Viewing stream **sylviam** (Details) (Change Streams)

Home Trap Contents Rules Reports Preferences

Senders Domains Networks Countries Bulk Entry MIME Types Filename Extensions Custom Rules Mismatch Rules RBL Rules SPF Rules DKIM Rules  
Bayes Settings Blacklisted Recipients Valid Recipients Vote

(Show Help) (Online Documentation)

Sender **domevaluation@lhsc.on.ca**

Sender	Who	Action	Expiry	Comment
domevaluation@lhsc.on.ca	sylviam	Always Allow		

Submit Changes

- Select **Logout** (top right) when you have finished adding all relevant email addresses.

All DOM users, please whitelist the following email addresses:

- Internal Medicine (Postgrad): [domevaluation@lhsc.on.ca](mailto:domevaluation@lhsc.on.ca)
- Undergraduate Medicine (Years 3 and 4): [domume@lhsc.on.ca](mailto:domume@lhsc.on.ca)

Please whitelist subspecialty-specific email senders as required:

- Cardiology: [charlene.grass@lhsc.on.ca](mailto:charlene.grass@lhsc.on.ca)
- Clinical Pharmacology: [robin.legan@lhsc.on.ca](mailto:robin.legan@lhsc.on.ca)
- Clinical Immunology and Allergy: [moote@uwo.ca](mailto:moote@uwo.ca)
- Critical Care Medicine: [corey.hilliard@lhsc.on.ca](mailto:corey.hilliard@lhsc.on.ca)
- Endocrinology: [Stan.VanUum@sjhc.london.on.ca](mailto:Stan.VanUum@sjhc.london.on.ca)
- Emergency Medicine (CCFP/EM): [Melanie.Rose@lhsc.on.ca](mailto:Melanie.Rose@lhsc.on.ca)
- Emergency Medicine (Royal College): [Melanie.Rose@lhsc.on.ca](mailto:Melanie.Rose@lhsc.on.ca)
- Geriatric Medicine: [Jennifer.Whytock@sjhc.london.on.ca](mailto:Jennifer.Whytock@sjhc.london.on.ca)
- Gastroenterology: [Sharon.Gough@lhsc.on.ca](mailto:Sharon.Gough@lhsc.on.ca)
- General Internal Medicine: [laura.tuck@lhsc.on.ca](mailto:laura.tuck@lhsc.on.ca)
- Hematology: [linda.hill@lhsc.on.ca](mailto:linda.hill@lhsc.on.ca)
- Nephrology: [Nabil.Sultan@lhsc.on.ca](mailto:Nabil.Sultan@lhsc.on.ca)
- Respirology: [alia.kashgari@lhsc.on.ca](mailto:alia.kashgari@lhsc.on.ca)
- Rheumatology: [Deborah.Fournier@sjhc.london.on.ca](mailto:Deborah.Fournier@sjhc.london.on.ca)