Add & Remove Recipients on the MaxBulk Mailer Blacklist

Adding a recipient to the Blacklist

1. Click the **Recipients** tab. Then click the recipient line to highlight it.

2. Click on the **Recipients** drop-down menu and choose **Add to Blacklist**. When the warning box pops up, click **OK**.

You will notice that the recipient icon now has changed to an envelope with a red dot.
Removing a recipient from the Blacklist

1. Click on the Management drop-down list and choose Blacklist.

2. Click to highlight the recipient line that you want to remove from the Blacklist. Then click on the “−” (minus sign) to remove recipient from the current list.

3. Click OK to confirm.

4. Click the Management drop-down list and switch back to your regular list to verify that the recipient has been added back to it. When the pop up box appears, click Update.