



Blocking Specific Email Addresses From Logging

Email addresses can be marked as excluded for using for recording incoming and outgoing emails. This is often handy to exclude emails between coworkers and personal friends. When an email is blocked, emails sent to and received from that address are not recorded when email logging is turned on. To block an email address, right-click the email address and choose **EXCLUDE FROM LOGGING**. At this point, the email address appears red to indicate their exclusion status. Even emails sent from within WinSearch are not recorded if the email is blocked from logging. The exception is that if the excluded person's documents are attached to the email, then that person is included but it is because of the documents, not the email address.

SYSADM turns this feature on with the **SETTINGS | SYSADM OPTIONS | MISCELLANEOUS OPTIONS** command as well as choosing whether only supervisory users are allowed to exclude email addresses from logging. **SYSADM** also chooses how to log emails when the email includes both excluded and regular email addresses.



Make sure that your coworker's email addresses are excluded so interoffice emails are not logged. You can even do a lookup for `%@companyname.com` to find all of them.