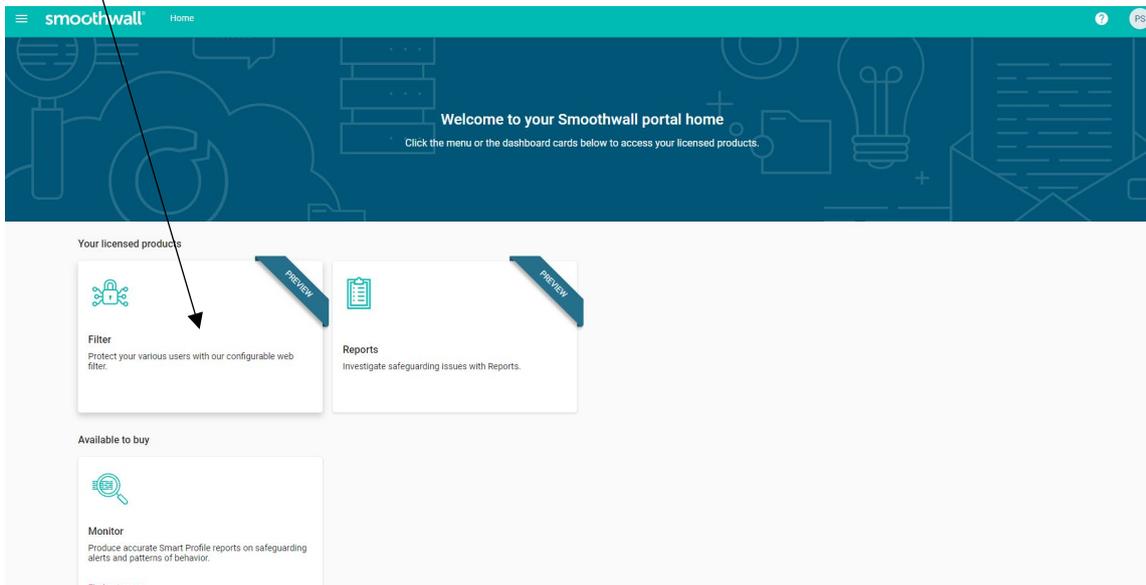# The Webpage Filter Panel

Click on the filter panel
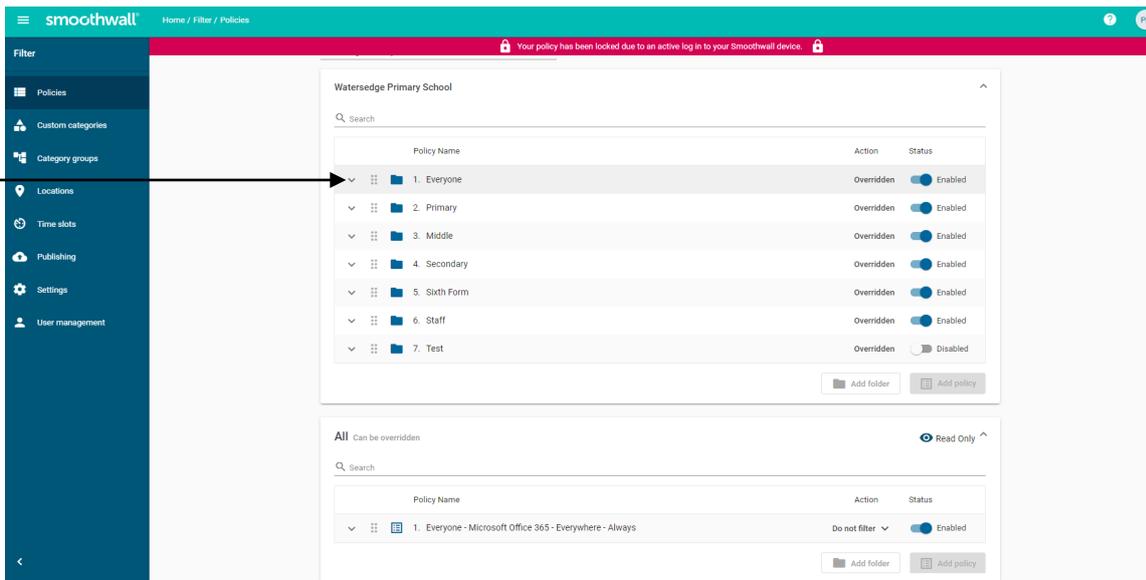

This will take you to the Filtering Policies page

Allowing a Webpage

> **You should only allow a webpage when you are certain
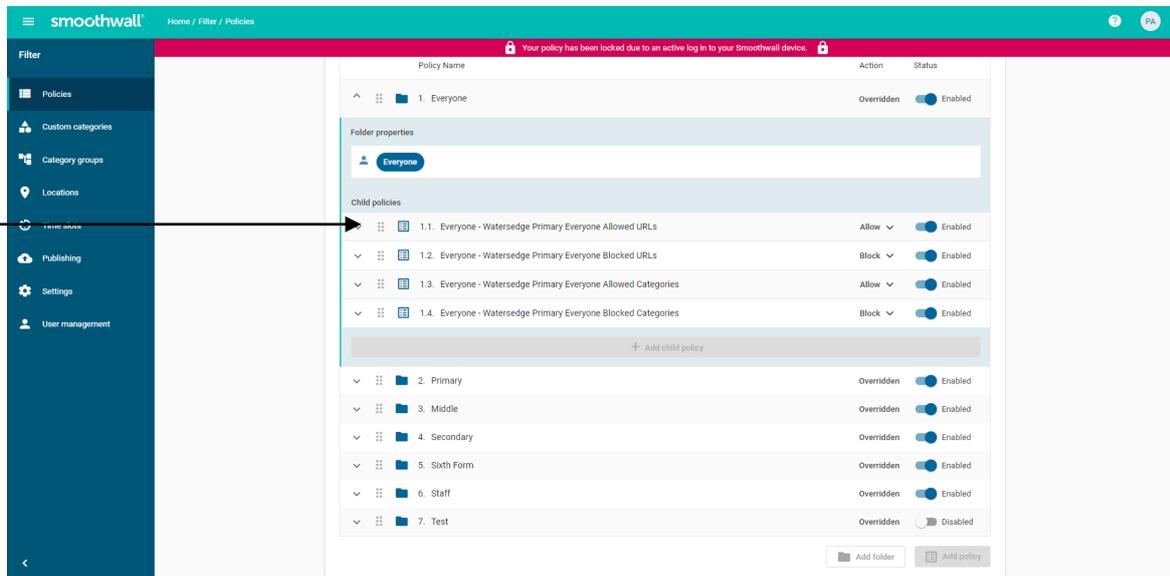> that allowing it will not put any users at risk.**

From the Filtering Policies Page go to the policies panel for your tenancy.

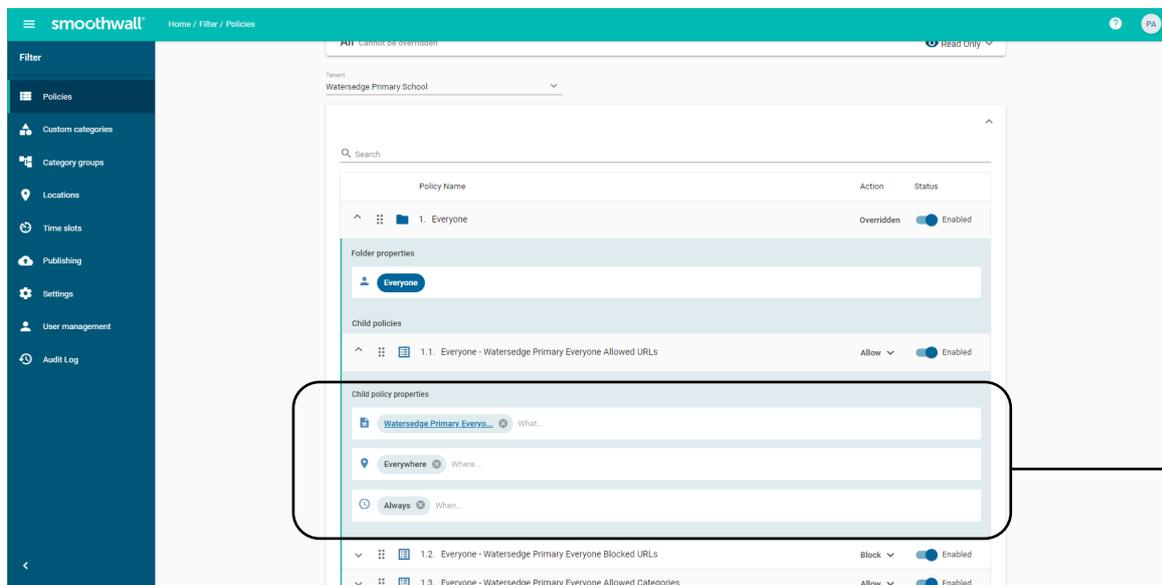To allow a webpage for all users click on of the icons to the left of 1. Everyone

This will expand the Everyone sub-section to show the child policies.

If you notice that your screen has this red box at the top of the window then you will not be able to block nor allow any websites. You will have to wait until the red box disappears before you can edit any of the filtering policies that you have permission to edit.
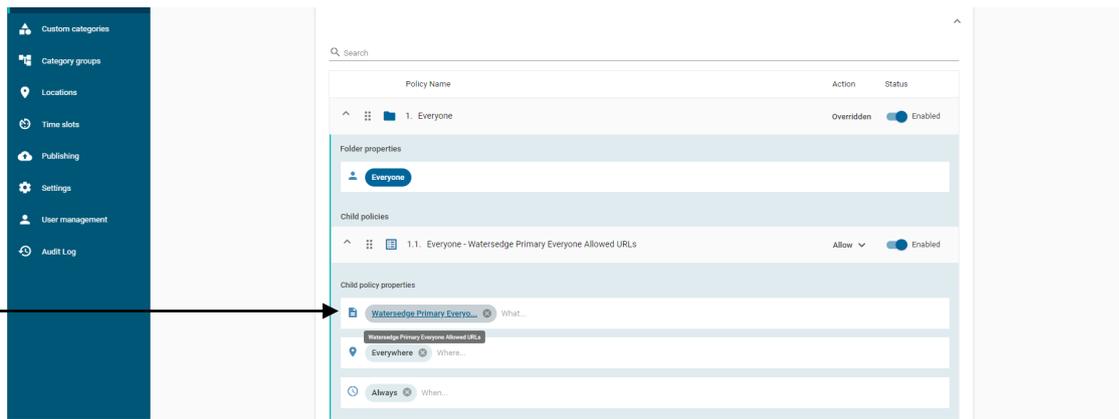

To allow a webpage for all users in your tenancy click on any of the icons to the left of the 1.1 Everyone – <Tenancy Name> Everyone Allowed URLs line.
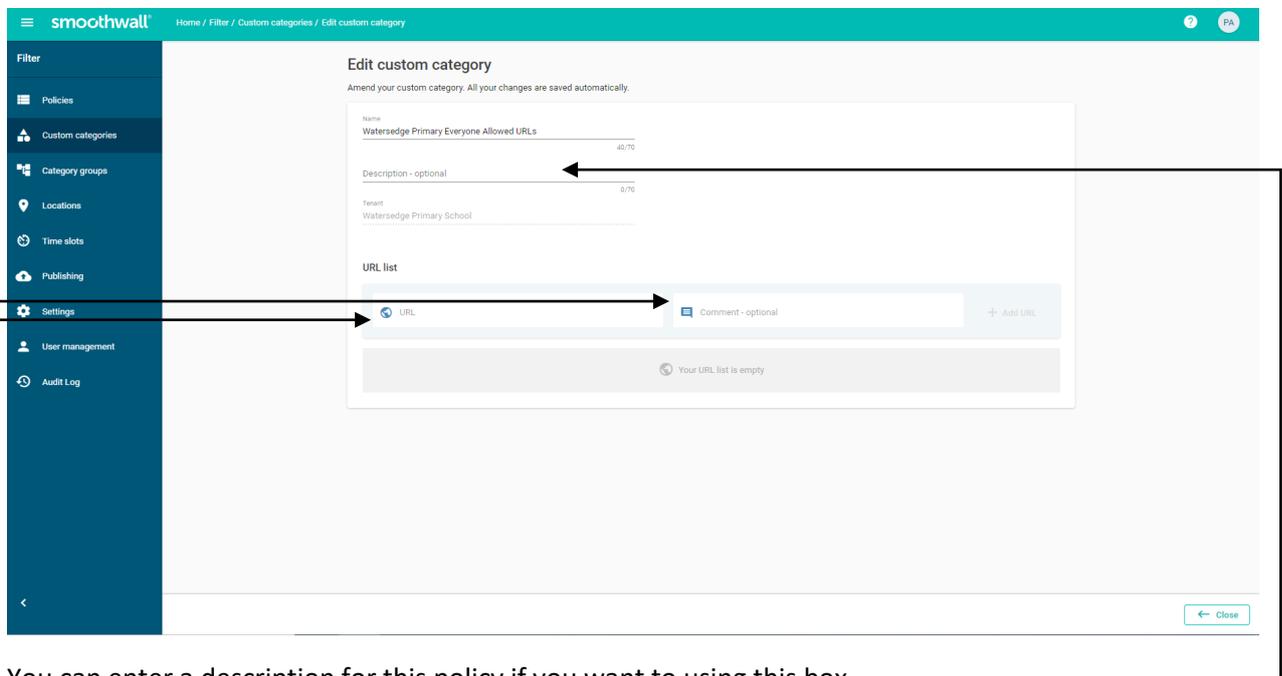
This will expand this sub-section to show the properties of this child policy.

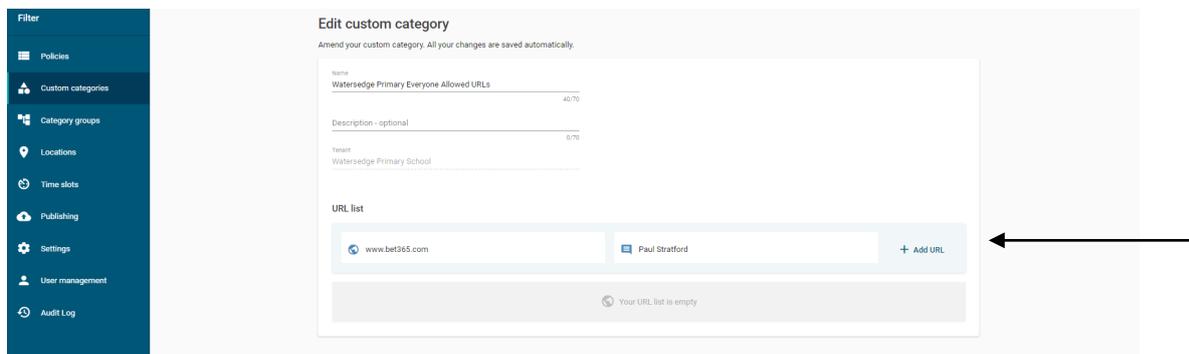Clicking on the top line of these properties

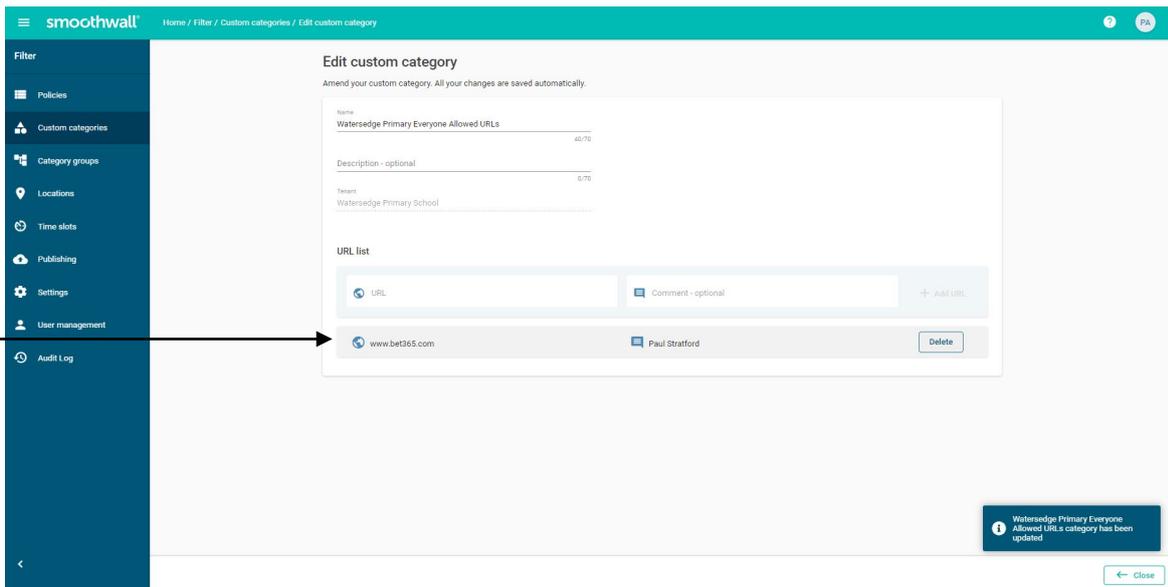Will open the dialogue box allowing you to add a URL to allow a website

You can enter a description for this policy if you want to using this box

You enter the URL of the website you want to allow in the URL box

We suggest that you enter your name in the Comment box so that you keep a record of who has allowed the website in case a colleague wants it blocked in the future.
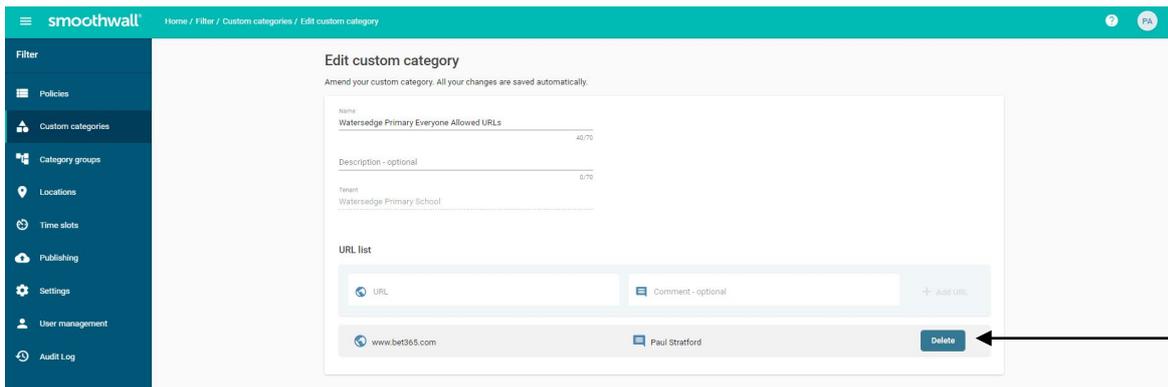

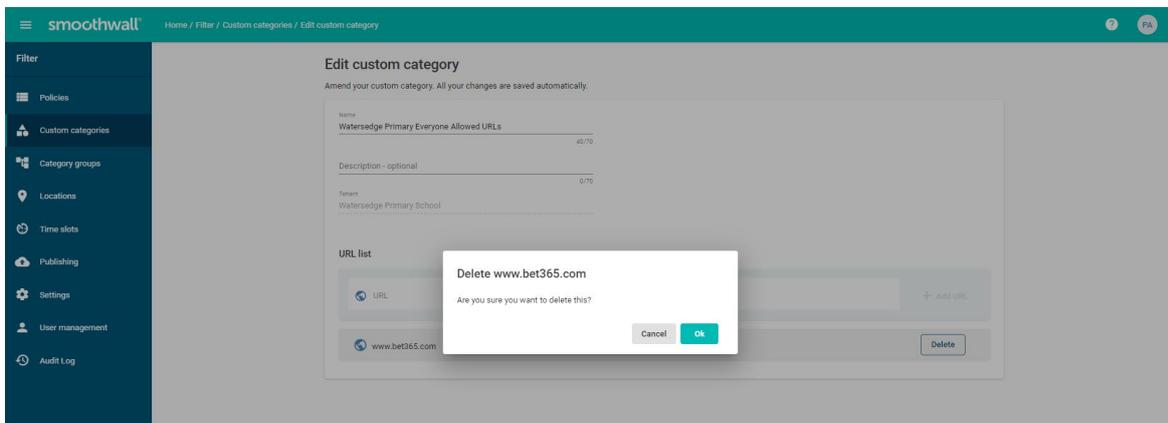Once you have entered the data click the + Add URL button

The URL and the Comment are added to the URL list of allowed webpages and you get a notification in the bottom right of the window to say the Allowed URLs category has been updated.

To re-block a webpage you just need to select Delete at the right of the line.

You are presented with a pop-up window asking you to confirm that you want to delete the URL from the Allowed URL list.

When you select OK the URL is removed from the Allowed URL list.