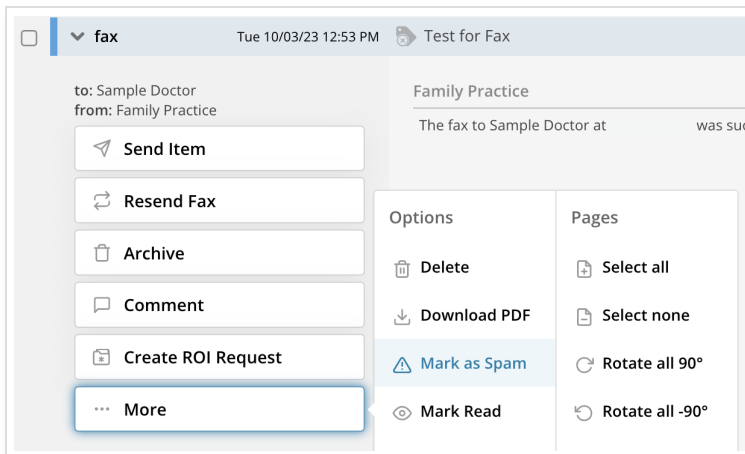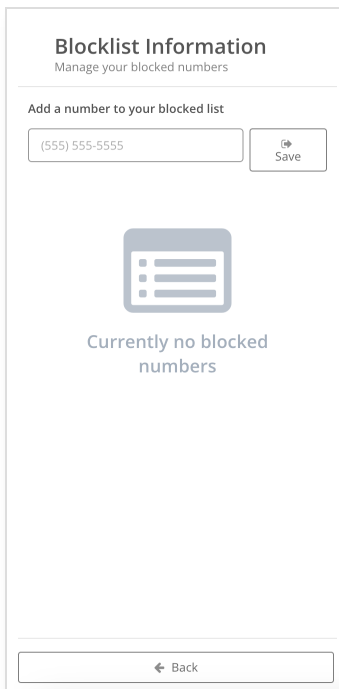# Removing Spam Faxes from your Inbox

Last Modified on 12/21/2023 4:02 pm EST

If you receive spam faxes to your Updox Inbox, you can block a number from interrupting your daily workflows. Once blocked, faxes from the number will be sent to the Spam folder in your Inbox. You can block a number in two different places, from the fax in your Inbox or you can add a number to The Blocklist.

From a fax, you can click on **Options** then **Mark as Spam**.

You can also go to **Menu** > **Admin** > **The Blocklist**, and add a fax number to the list.

If you would like to restrict who can add numbers to The Blocklist, go to **Menu** > **Admin** > **Practice Settings**, and uncheck the box next to **Allow non-admins to block incoming fax numbers**.

Practice Settings
Manage your practice settings.

Practice Timezone

Eastern ▾

☐ Show inactive patients/contacts when searching

☐ Forward incoming faxes to one or more email addresses. ⓘ

[   ]

☑ Keep forwarded faxes in Updox

☐ Automatically retrieve confirmation pages for sent faxes

☐ Allow sending outbound faxes from queues

☑ Allow non-admins to block incoming fax numbers

☐ Enable Relate to Patient work flow

☐ Automatically save incoming faxes to disk (Updox Central)

Autosave as a   PDF ▾

Manually download messages and items as: PDF ▾

☐ Do not add last page of metadata on PDFs or imported documents

☐ Send email replies to a non-Updox email address

[   ]

← Back   💾 Save