## Add trusted names or domains to the Safe Sender List under Outlook

You can specify e-mail addresses and domain names that you trust to be in your **Safe Senders List**. By adding them to the Safe Senders List, you instruct Outlook that messages from those sources are never to be treated as junk.

1. On the **Tools** menu, click **Options** to open the Options dialog box.

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2. On the **Preferences** tab, under **E-mail**, click **Junk E-mail** to open the **Junk E-mail Options** dialog box.

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Preferences Mail Setup Ma	Format Spelling Other Delegates	
E-mail		
Change the appear	ance of messages and the way they are handled.	
	Junk E-mail E-mail Options	
Calendar		Click Junk E-mail
Customize the appe	arance of the Calendar.	
Default reminder	: 8 hours ▼ Calendar Options	
Tasks		
Change the appear	ance of tasks.	
Reminder time:	8:00 AM Task Options	
Contacts and Notes		
Change default set	ings for contacts, journal, and notes.	
Contact Option	Journal Options Note Options	
Search		
Change the setting	; for indexing and search.	
	Search Options	
Mobile		
Change the setting	; for mobile notification and messaging.	
	OK Cancel Apply	

## 3. Click the **Safe Senders** tab.

1	Junk E-mail Options		? 🛛	3		
	Options Safe Senders Safe Recipients	Blocked Senders 1	International	-		
	E-mail from addresses or domain r never be treated as junk e-mail.	names on your Safe S	<del>Senders List will</del>		Click Safe	
	@exchange.miis.edu @middlebury.edu @miis.edu		Add		Senders tab	
			Edit		<u> </u>	
			Renove			Click Add

- 4. Click Add.
- 5. In the Enter an e-mail address or Internet domain name to be added to the list box, enter the name or

address that you want to add. For example, you can add :

- a specific e-mail address, such as jgrunder@miis.edu
- an Internet domain, such as *@miis.edu*, or simply miis.edu.

Add address or domain	Y6 -
Enter an e-mail address or Internet domain name to be added to the list.	
@miis.edu —	
Examples: someone@example.com or @example.com	
OK Cancel	Enter domain or
	address

6. Click OK.