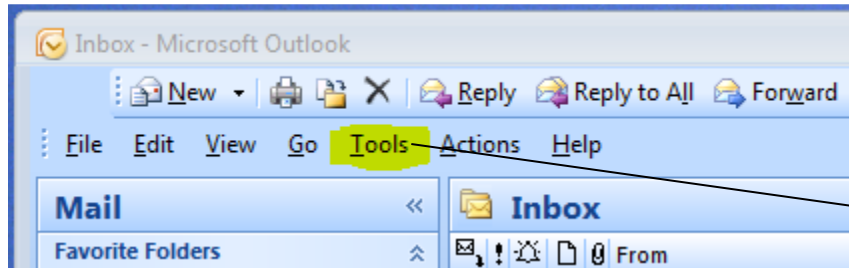


Add trusted names or domains to the Safe Sender List under Outlook

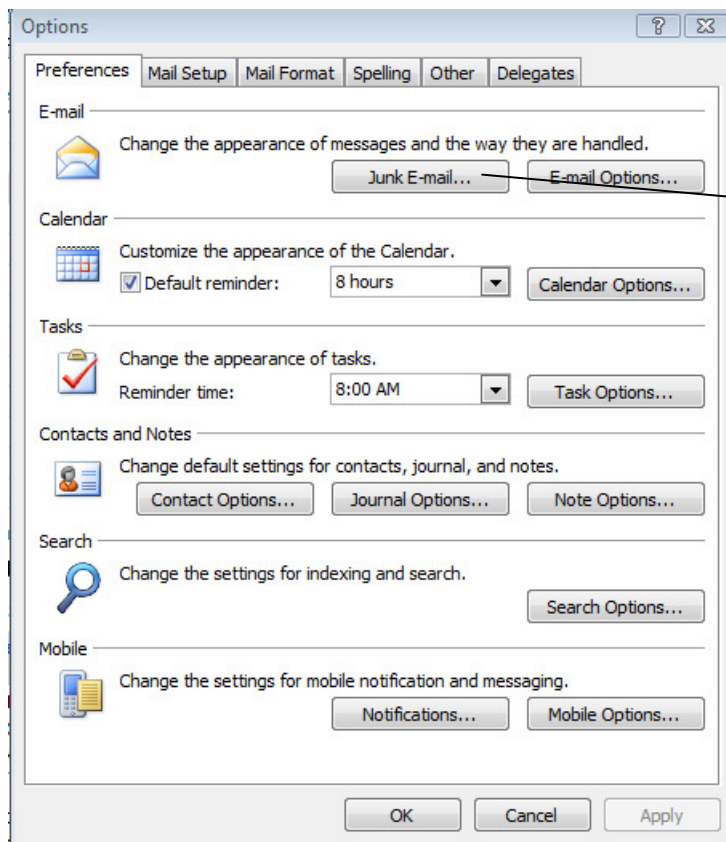
You can specify e-mail addresses and domain names that you trust to be in your **Safe Senders List**. By adding them to the Safe Senders List, you instruct Outlook that messages from those sources are never to be treated as junk.

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



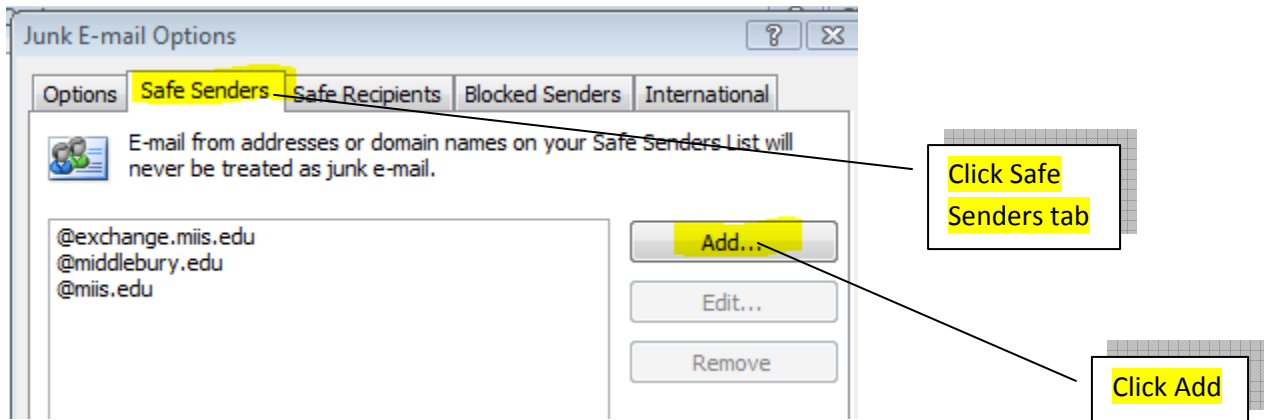
Click Tools, then Options at bottom of list.

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

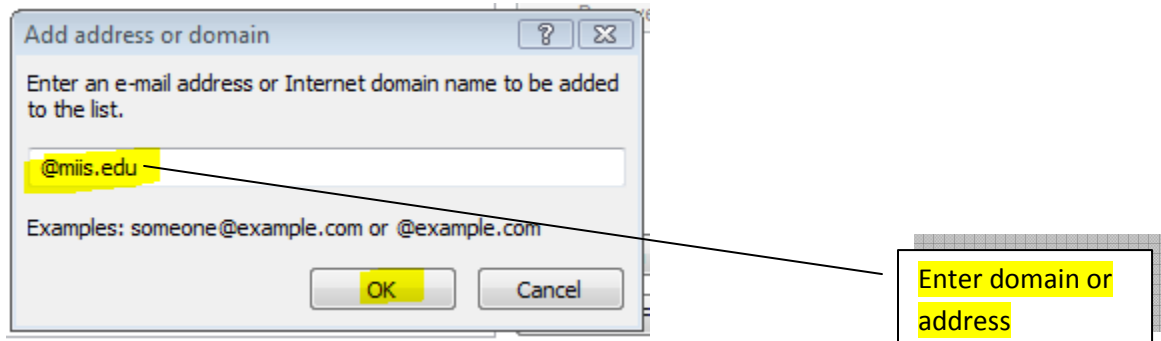


Click Junk E-mail

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



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.



6. Click **OK**.