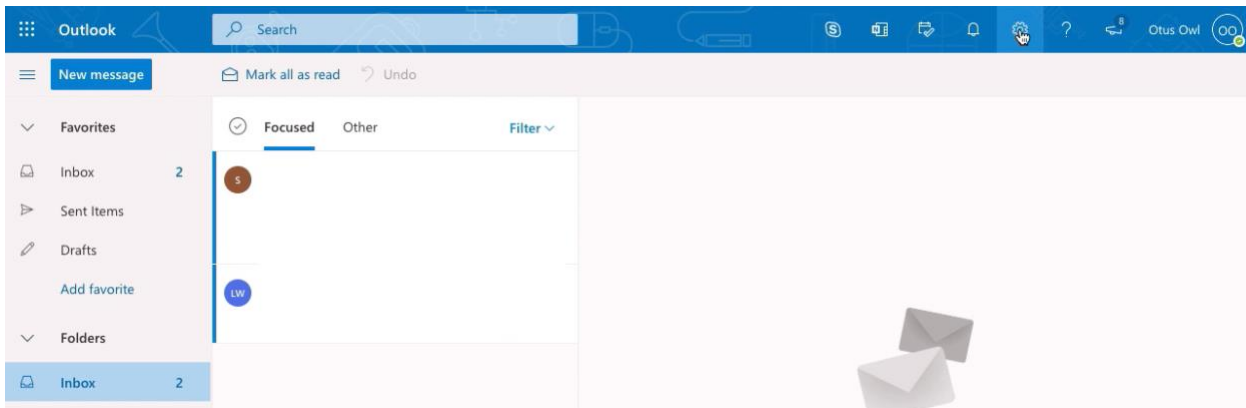## Outlook: Safe Senders in OWA

Introduction

Safe senders are people and domains you always want to receive email messages from. Messages received from any email address or domain in your safe senders and recipients list are never sent to your Junk Email folder. The following steps will show how to add an email address to your safe senders list in the Outlook Web App (OWA).
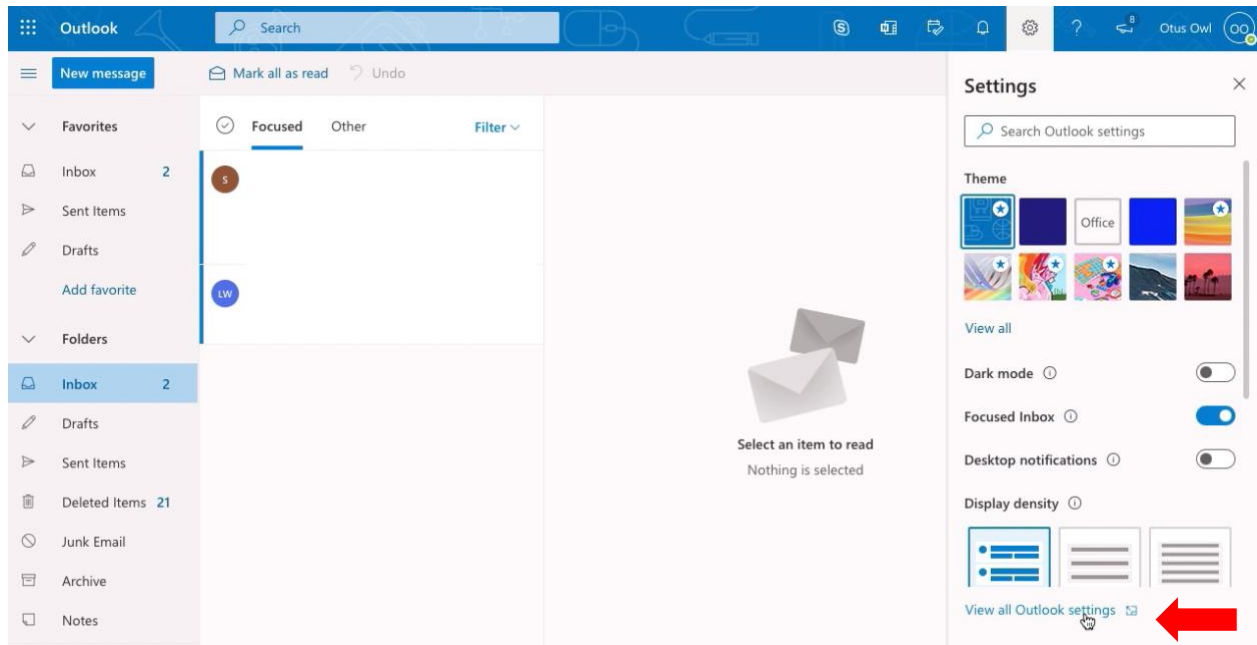
Adding a safe sender

1. Sign into MyApps using your full SCSU email address and password, and authenticate your account if prompted. Launch the Outlook app.
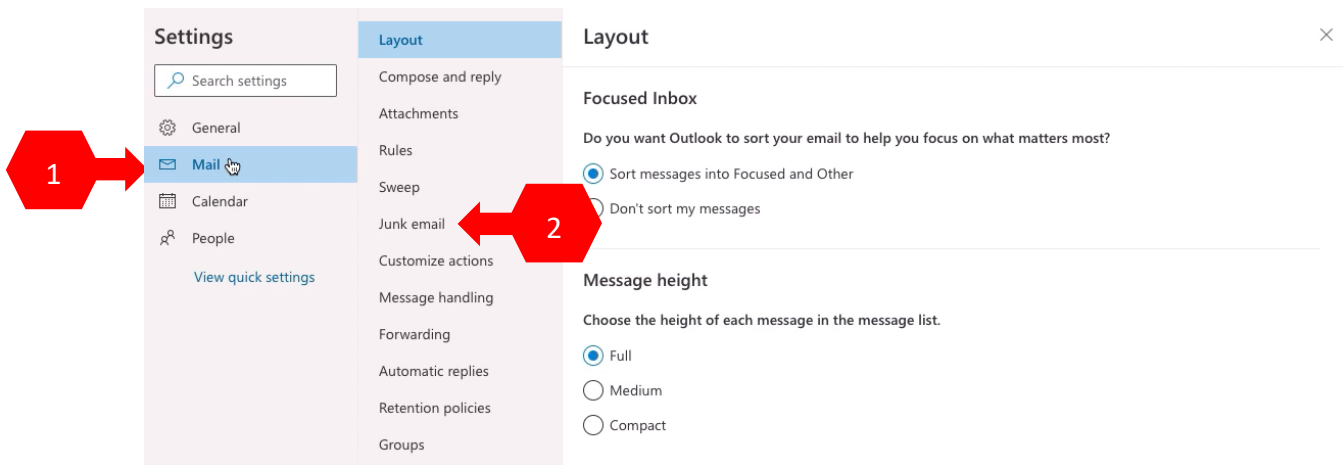
2. Select the gear icon in the upper, right-hand corner.
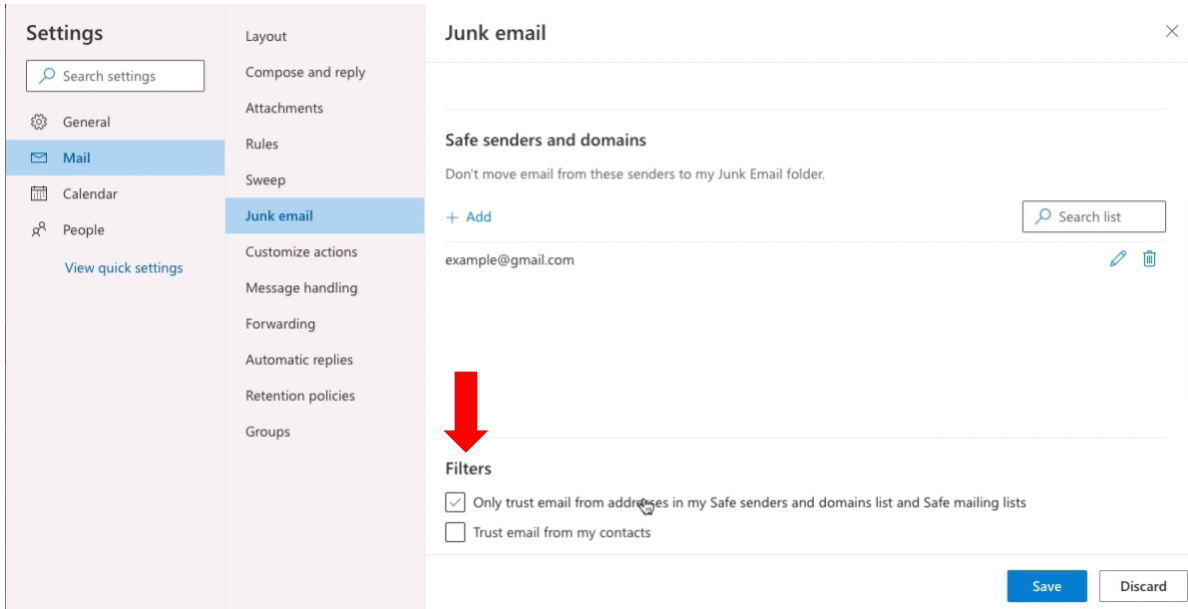
3. Select "View all Outlook settings".

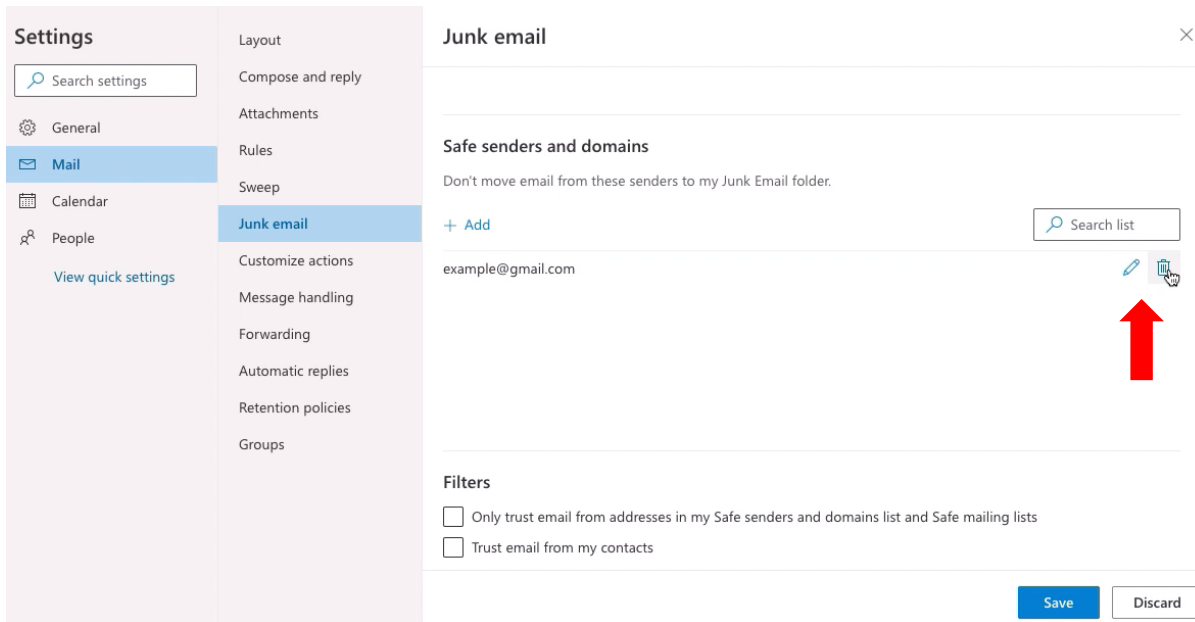4. Select "Mail" and "Junk email" tabs.

5. Select "+ Add" under "Safe senders and domains", then enter the email address or domain you wish to add as a safe sender. Once finish, press the enter key.

6. Apply filters if needed.

7. To edit or delete a safe sender, select the pencil or trash icon.

8. When changes are finalized, select "Save".