

Outlook: Safe Senders in OWA

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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

 Sign into <u>MyApps</u> 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.

	Settings	Layout	Layout ×
1	✓ Search settings Image: Search settings Image: Search settings Image: Search settings Image: Search settings Image: Search settings View quick settings	Compose and reply Attachments Rules Sweep Junk email 2 Customize actions Message handling Forwarding Automatic replies Retention policies Groups	Focused Inbox Do you want Outlook to sort your email to help you focus on what matters most? Image: Sort messages into Focused and Other Don't sort my messages Don't sort my messages Message height Choose the height of each message in the message list. Image: Full Medium Compact

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.

Settings	Layout	Junk email		\times
 ✓ Search settings ✓ General ✓ Mail ✓ Calendar A^R People ✓ View quick settings 	Compose and reply Attachments Rules Sweep Junk email Customize actions Message handling Forwarding Automatic replies Retention policies Groups	Safe senders and domains Don't move email from these senders to my Junk Email folder. + Add example@gmail.com Filters Only trust email from addresses in my Safe senders and domains list and Safe mailing light Trust email from my contacts	Search list	Ĩ
			Save Dis	scard

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

Settings	Layout	Junk email		\times
✓ Search settings Image: View quick settings	Compose and reply Attachments Rules Sweep Junk email Customize actions Message handling Forwarding Automatic replies Retention policies Groups	Safe senders and domains Don't move email from these senders to my Junk Email folder. + Add example@gmail.com	Search list	
			Save Di	iscard

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

Retention policies		Į
Groups	Filters Only trust email from addresses in my Safe senders and domains list and Safe mailing lists Trust email from my contacts	
	Save Discard]