

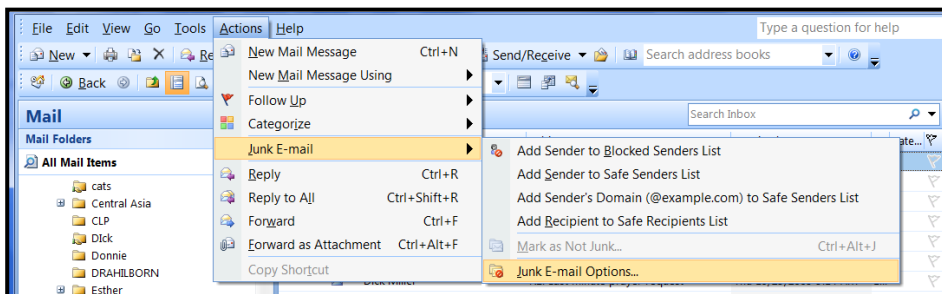
## Outlook 2007: Adding a Name or Domain to the Blocked Senders List

If you receive a message that is not filtered but should be, you can add the sender's e-mail address or the domain address to the *Blocked Senders* list. All subsequent messages from that sender or domain will be put in the Junk Mail Folder. Blocking specific email addresses and [domains](#) are essential to controlling the amount of junk mail you get in Outlook 2007.

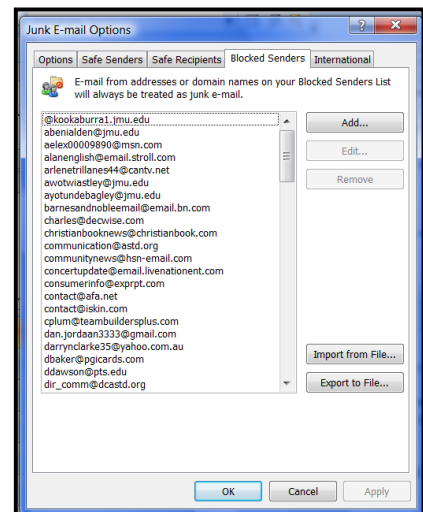
NOTE: You cannot block senders from the *jmu.edu* domain.

### Adding Senders to Blocked Senders List: Menu Option

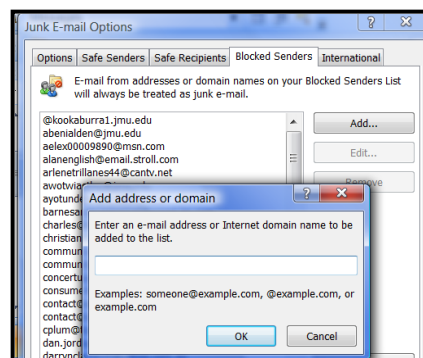
1. From the *Actions* menu, select **Junk E-mail > Junk E-mail Options...**



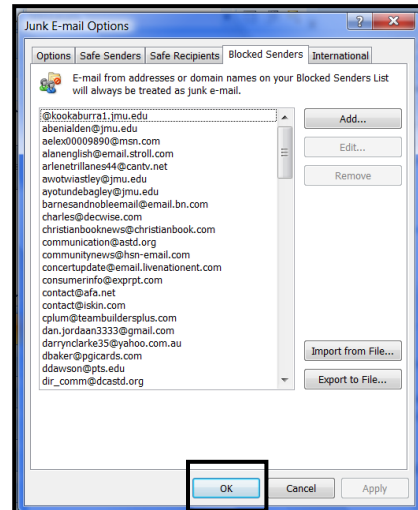
2. The **Junk E-mail Options** dialog box appears. **Blocked Senders** is the 4<sup>th</sup> tab.
3. Select the **Blocked Senders** tab.



4. Click **ADD...**  
The *Add address or domain* dialog box appears.
5. In the text box, type an email address or domain name to add to the *Blocked Senders* list  
EXAMPLES: **janedoe@spam.com** or **junkmail.org**
6. Click **OK**.



7. The sender is added to your *Blocked Senders* list.
8. To return to Outlook, click **OK**
9. Messages from this sender are now treated as *Junk E-mail*.



## Adding Domains to Block Sender's List

Complete steps 1-4 in the above exercise.

1. 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. You can add entire domains or just an email address as follows:

**@domain.com** (example: @amazon.com)

**domain.com** (example: amazon.com)

2. Click **OK** when you are done.
3. All messages from a particular domain will go directly to the Junk Mail Folder.