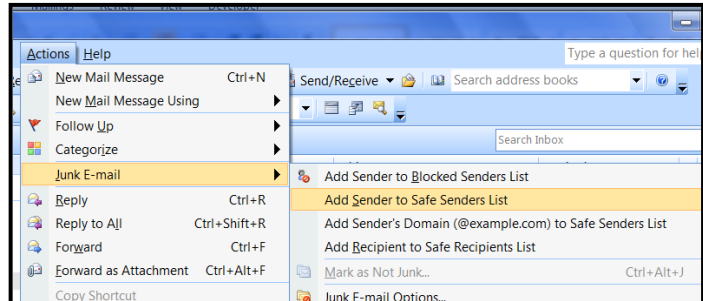


Outlook 2007: Adding a Safe Sender to the Safe Senders List

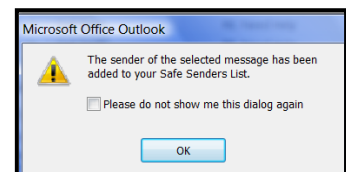
Users can add individual e-mail names or domain names to their **Safe Senders List**. The steps are similar to those of Adding Names to Blocked Senders to the Blocked Senders List.

Adding Safe Senders to the Safe Senders List

1. Click on the messages from a safe sender.
2. On the **Actions** menu click **Junk E-mail**, click the **Add Safe Senders List** or **Add Sender's Domain to Safe Senders List**.
3. Click **Add**.



4. A confirmation message will appear in a new window.
5. Click on **OK**.
6. Continue these steps for every individual e-mail name to be added to the **Safe Senders List**.



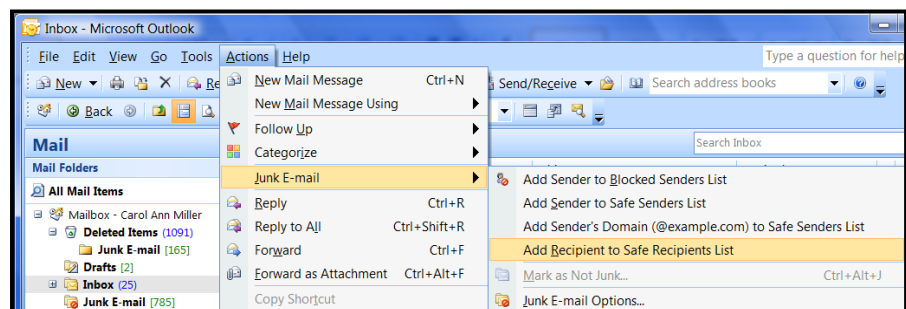
OR

7. To add a **Domain** to the **Safe Senders List**, click on **Actions** in the menu bar, then click on **Add Senders Domain to Safe Senders List**.
8. In the **Enter an e-mail address or Internet domain name to be added to the list** box, enter.
9. Repeat the steps above for every domain to be added to the **Senders Domain to Safe Senders List**.

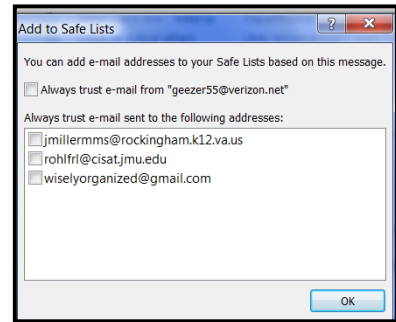
More Information about Safe Senders & Safe Recipients:

For **Contacts** to be considered safe senders, follow the steps above select the **Add Recipient to Safe Recipient List**.

A new window will appear.



Click in the box in the grey area of the window, **Always trust e-mails from whoever@whatever.com.**



QUICK FIX: To quickly add a sender, domain name, or mailing list name to the **Safe Senders** or **Safe Recipients** Lists, right-click the message you consider safe, and then on the shortcut menu, point to **Junk E-mail**, and then click **Add Sender to Safe Senders List**, **Add Sender's Domain (@example.com) to Safe Senders List**, or **Add Recipient to Safe Recipients List**.

If you are using a Microsoft Exchange Server e-mail account, names and e-mail addresses in the [Global Address List](#) are automatically considered safe.

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