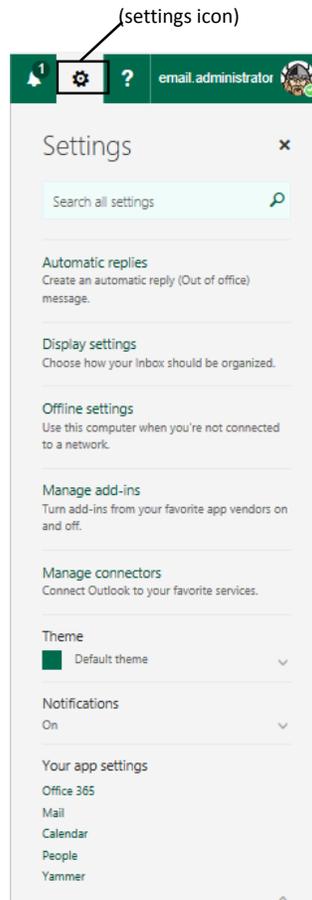




Flag mail as not junk email

To flag incoming mail as always to be accepted, enter the email address or the domain (part of the email address to the right of the “@” sign) into the allow list.

- 1) Select the “Settings” icon and then select “Mail” under the “Your app settings”





- 2) Select “Block or Allow” located under “Accounts”; under the section titled “safe senders and recipients” enter the email address or the domain to be flagged as “safe” in the field next to the plus sign; select the plus sign (repeat this for each address / domain to be entered); select “Save” when completed.

The screenshot shows the Outlook Options dialog box with the 'Accounts' section selected. The 'Block or allow' option is highlighted. The 'Safe Senders and Recipients' section is visible, featuring a text input field with the placeholder 'Enter a sender or domain here' and a plus sign to its right. A red arrow points to this plus sign. Below the input field is a large empty rectangular area. The 'Blocked Senders' section is also visible at the bottom of the dialog.



To un-junk an individual item that is located in the Junk E-Mail folder, select the item to un-junk; right click on the email and select “Mark as not junk”. This will make all future mailings from this address appear in your inbox.

