

Adding e-mail addresses and whole domains to the Safe Senders list in Microsoft Outlook 2007: 1. First, select **Options** from **Tools** on the taskbar. Under Preferences, select Junk E-mail from the E-mail category. 2. **?** 🗙 Options Preferences Mail Setup Mail Format Spelling Other E-mail Change the appearance of messages and the way they are handled. Junk E-mail... E-mail Options... Calendar Customize the appearance of the Calendar. Default reminder: 15 minutes Calendar Options... Tasks Change the appearance of tasks. \sim 8:00 AM ¥ Task Options... Reminder time: Contacts and Notes Change default settings for contacts, journal, and notes. 8 Contact Options... Journal Options... Note Options... Search Change the settings for indexing and search. C Search Options... Mobile Change the settings for mobile notification and messaging. Notifications... Mobile Options... OK Cancel Apply

Adding of Valid eMail addresses and domains to the Safe Senders List

3. Under the Safe Senders tab of the Junk E-mail Options, select Ad	ld.
Junk E-mail Options	
Options Safe Senders Safe Recipients Blocked Senders International	1
E-mail from addresses or domain names on your Safe Senders List will never be treated as junk e-mail.	
Add	
Edit	
Remove	
Import from File	
Export to File	
Also trust e-mail from my Contacts	
Automatically add people I e-mail to the Safe Senders List	
OK Cancel Apply	
	J
4. To add an e-mail address to the Safe Senders list, type in the e-ma	il address in the text box and select OK .

amquizon@pjlhuillier.com Examples: someone@example.com or @example.com	Enter an e-mail address or Internet do to the list.	main name to be ad
Examples: someone@example.com or @example.com	amquizon@pjlhuillier.com	
	Examples: someone@example.com or	@example.com

5. To add a domain to the Safe Senders list, type @ and then the domain (as shown below) in the text box and select OK.

Enter an e-mail addre to the list.	ess or Internet domain	name to be added
@yahoo.com		
Examples: someone	@example.com or @exa	ample.com
	ОК	Cancel

E-mail address/es and domains you have added on the Safe Senders list should already reflect. Then click Apply and it would be all set.

Options	Safe Senders	Safe Recipients	Blocked Senders	International
<u>8</u> 8-		resses or domain d as junk e-mail.	names on your Safe	e Senders List will
@yaho	o.com on@pjihuilier.co	m		Add
-				Edit
				Remove
				Import from File Export to File
	trust e-mail from matically add pe		e Safe Senders List	
		ople I e-mail to th	e Safe Senders List	
		ople I e-mail to th		
Auto	matically add pe	ople I e-mail to th	DK Canc	

2. Right-click the desired e-mail.

3. Under the Junk E-mail drop down menu, select Add to Safe Senders list.

2 🖸 🖗 From	Subject					Received	Size	Categories	
Date: Yesterday									
R4A-403-A060	unable to receive email	6		_	Ň	Wed 7/23/2014 1:19 PM	9 KB		l
			Open Print Reply Reply to All						
		2	Forward						
		8	Follow <u>U</u> p Categorize Mar <u>k</u> as Read						
			Find <u>A</u> ll <u>C</u> reate Rule	,					
			Junk E-mail		80	Add Sender to Blocked Senders List			
		×	<u>D</u> elete <u>M</u> ove to Folder			Add Sender to Safe Senders List Add Sender's Domain (@example.com) to Safe Se	nders L	ist	
			Message Options			Add Recipient to Safe Recipients List			
		5	Send to OneNote			Mark as Not Junk			
				-	0	Junk E-mail Options			

Note: You may also open the email first then simply click on the icon Safe Lists then click either Add Sender to Safe Senders List or Add the domain.

		X	0	P	8	Safe Lists - A Find
	Reply Forward	Delete Move		Other	Block	
	to All Respond		r * Rule Actions	Actions *	Sender Jun	n Agd Sender's Domain (@example.com) to Sare Senders List
						Add Recipient to Safe Recipients List
This me	ssage was conver	ted to plain text	4			estore functionality, move this message to the Inbox.
	R4A-403-A0 E ICT Sup	and the state of the second	4			

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