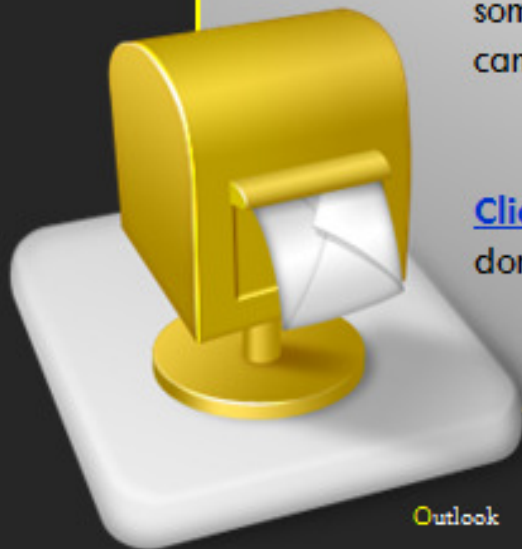


## Adding of Valid eMail addresses and domains to the Safe Senders List

Microsoft Outlook has a good built-in mail filter but sometimes valid messages land to the Junk E-mail folder. We can correct this with just a few steps.

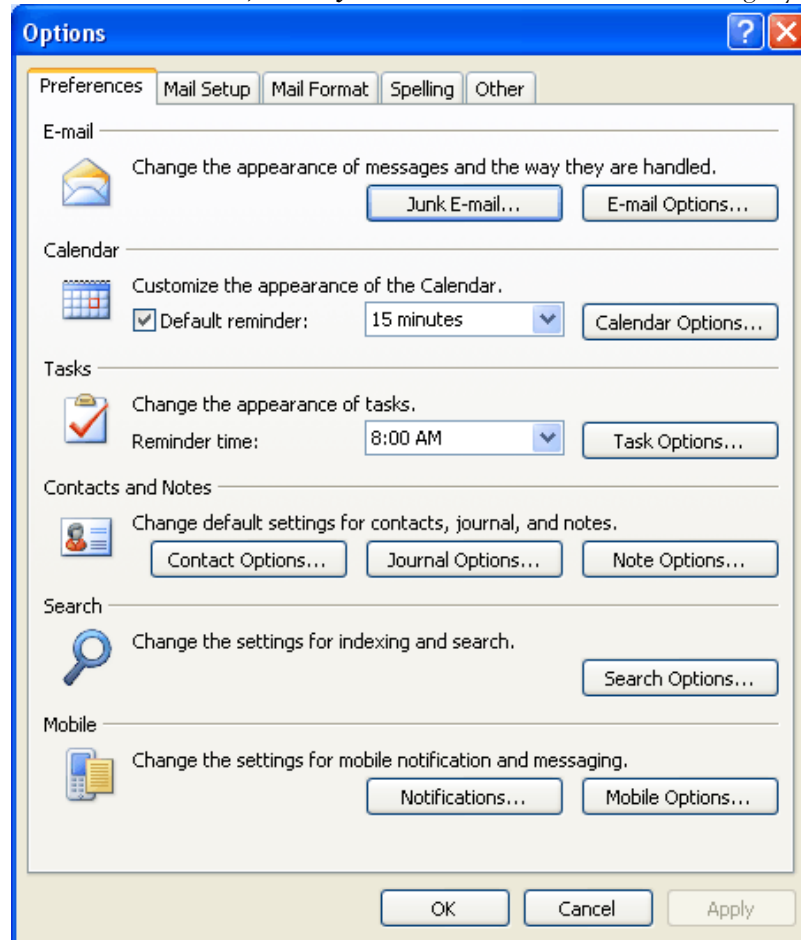
[Click here](#) to learn how to add valid eMail addresses and domains to the Safe Senders List.



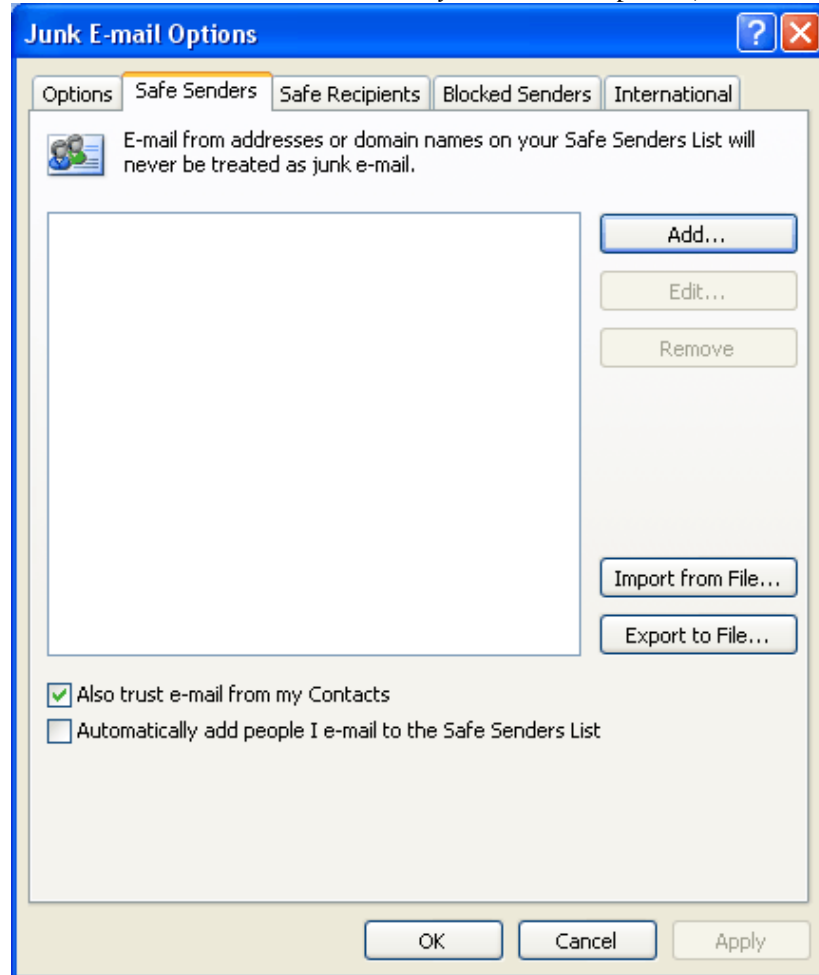
Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

Adding e-mail addresses and whole domains to the Safe Senders list in Microsoft Outlook 2007:

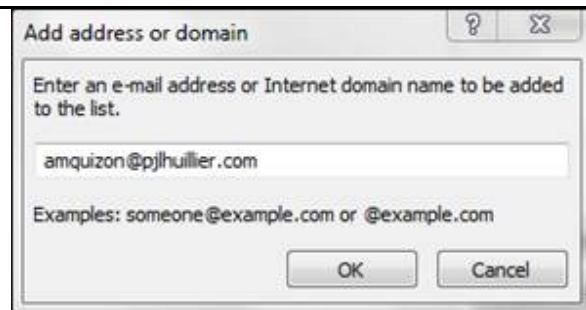
1. First, select **Options** from **Tools** on the taskbar.
2. Under **Preferences**, select **Junk E-mail** from the E-mail category.



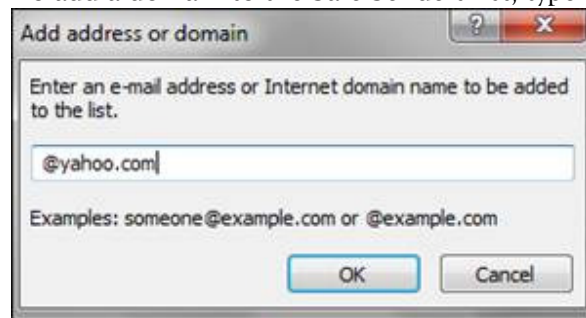
3. Under the **Safe Senders** tab of the Junk E-mail Options, select **Add**.



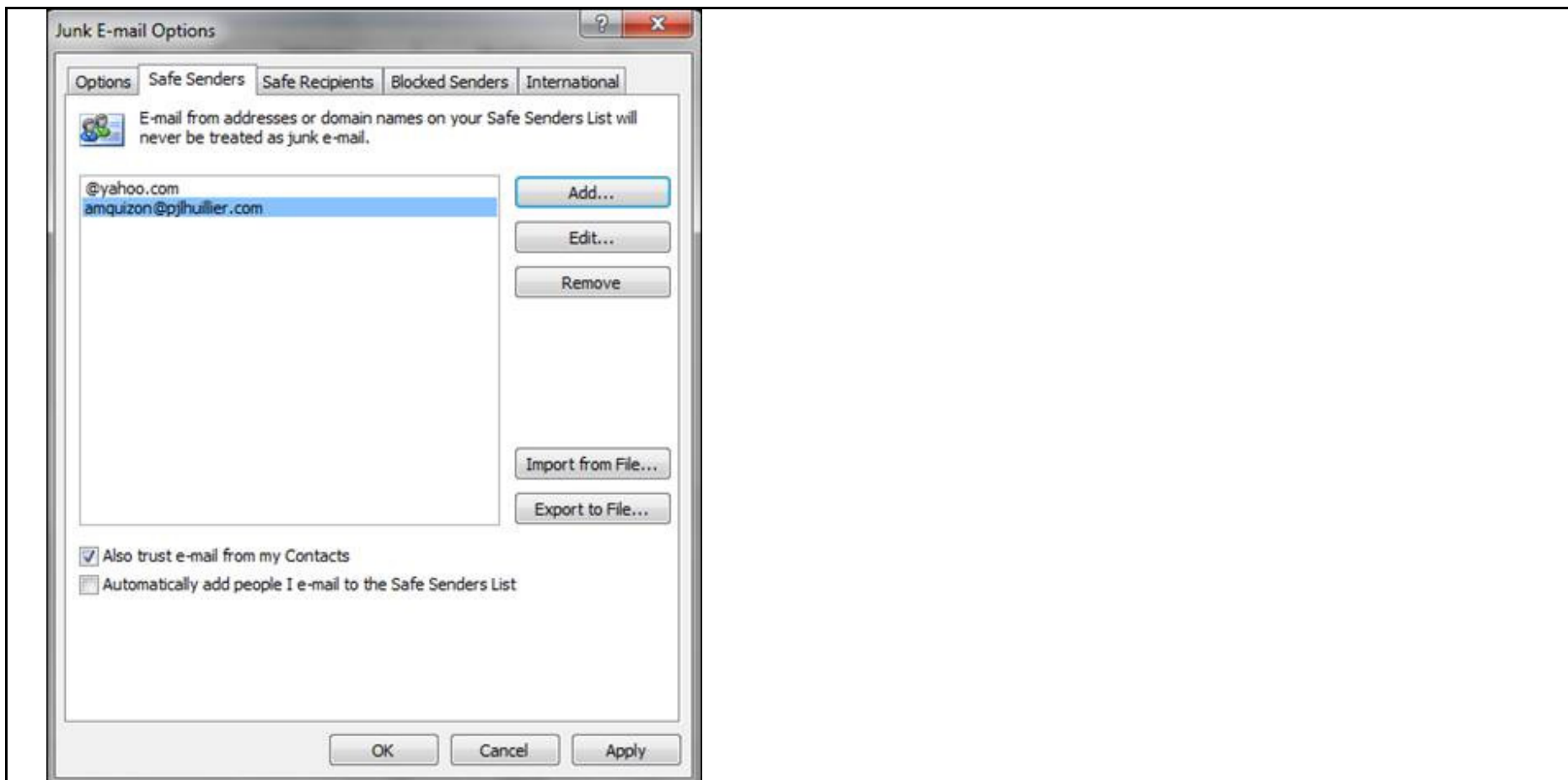
4. To add an e-mail address to the Safe Senders list, type in the e-mail address in the text box and select **OK**.



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**.

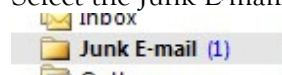


6. E-mail address/es and domains you have added on the Safe Senders list should already reflect. Then click **Apply** and it would be all set.

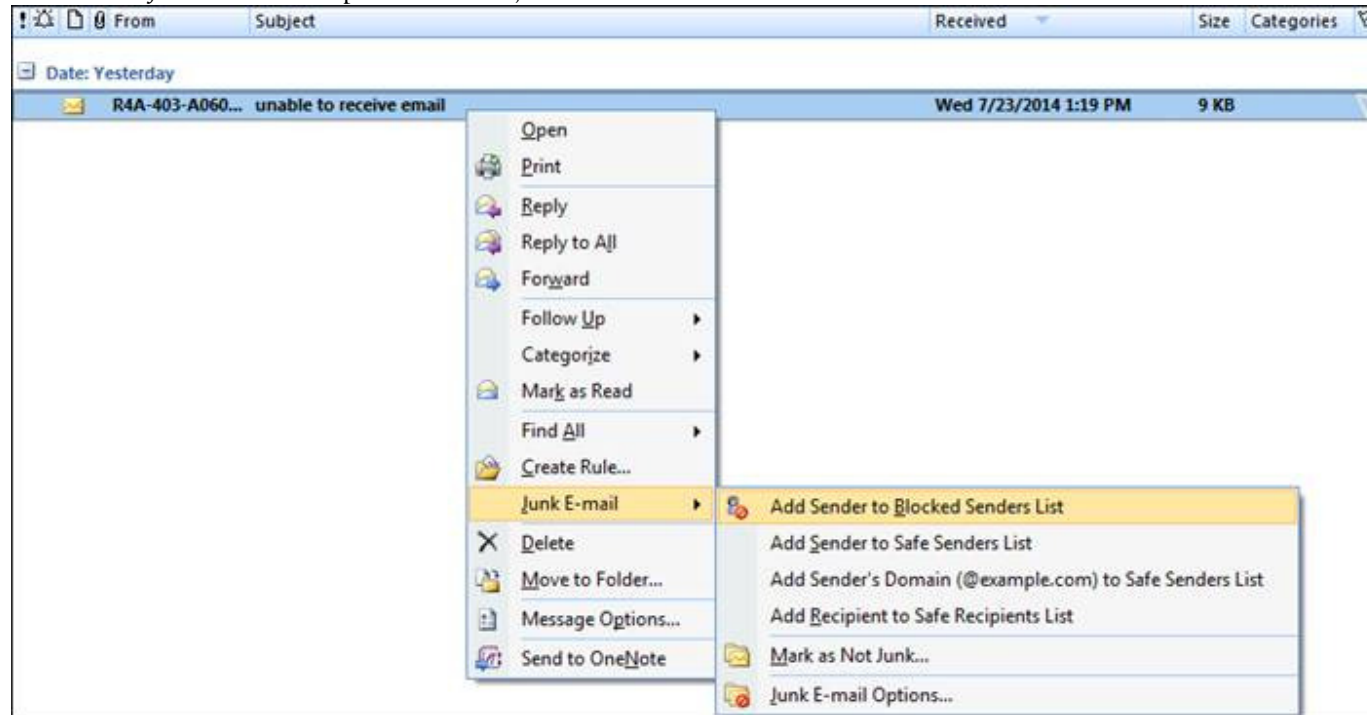


Add the sender of an email in the junk folder to the Safe Senders list:

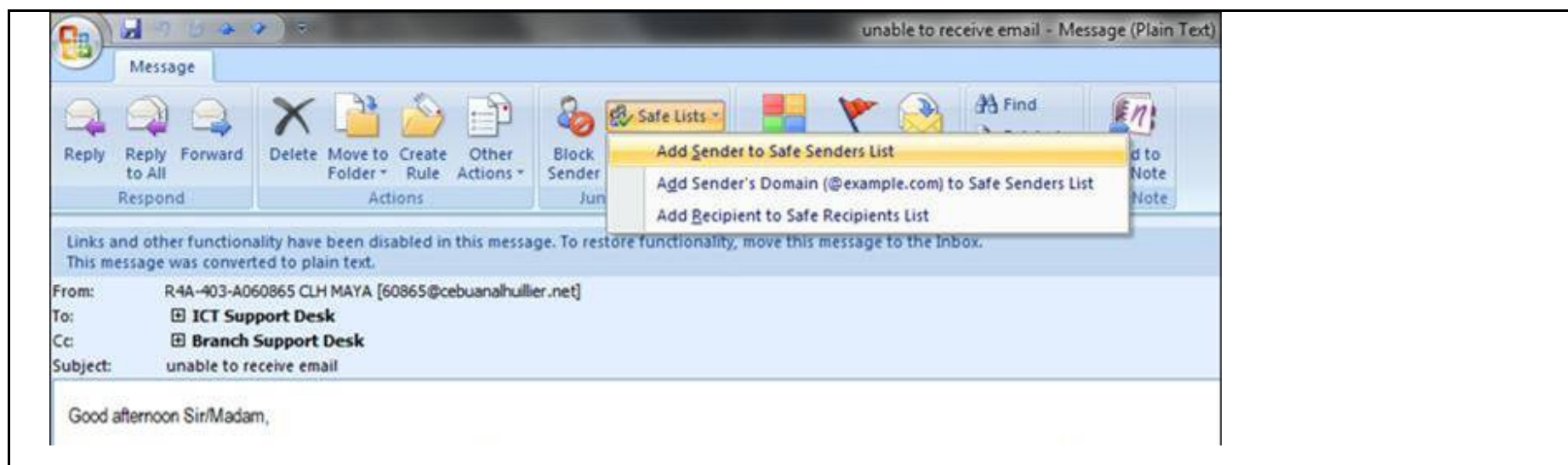
1. Select the Junk E-mail folder.



2. Right-click the desired e-mail.
3. Under the Junk E-mail drop down menu, select Add to Safe Senders list.



**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**.



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