

Add trusted names to the Safe Recipients Lists

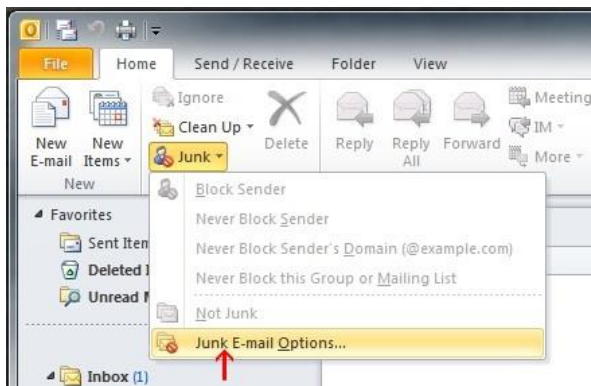
By adding email addresses and domain names that you trust to the Safe Senders List, you instruct Outlook that messages from those sources are never to be considered as junk. If you belong to mailing lists or distribution lists, you can add these names to your Safe Recipients List.

To add a person to the Safe Senders List, click a message from the sender. On the **Home** tab, in the **Delete** group, click **Junk**, and then click **Never Block Sender**.

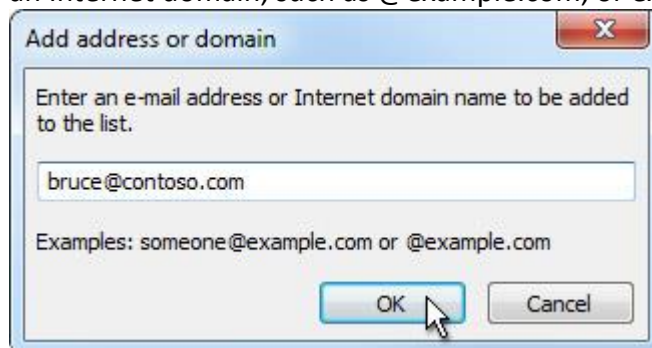
To add a specific address or domain to the Safe Recipients List, click a message from the sender. On the **Home** tab, in the **Delete** group, click **Junk**, and then click **Never Block the Group or Mailing List**.

To manually add names or domains to these lists, do the following:

1. On the **Home** tab, in the **Delete** group, click **Junk**, and then click **Junk E-mail Options**.



2. Do one of the following:
 - To add safe senders, on the **Safe Senders** tab, click **Add**.
 - To add safe recipients, on the **Safe Recipients** tab, click **Add**.
3. 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. For example, you can add :
 - a specific email address, such as someone@example.com
 - an Internet domain, such as @example.com, or example.com.



4. Click **OK** and repeat for each entry that you want to add.
- If you want all **Contacts** to be considered safe senders, select the **Also trust e-mail from my Contacts** check box in the Safe Senders tab.
 - Some people whom you correspond to might not be listed in your Contacts. If you want all such people to be considered as safe senders, select the **Automatically add people I e-mail to the Safe Senders List** check box.
 - To change a name on either list, click the name that you want to change and then click **Edit**. To remove a name, click the name that you want and then click **Remove**.

