

# How to add a Sender or Domain to your Safe Senders List in Office 365 or Block Senders

## Office 365 OWA

1. Login to Office 365 OWA: <https://www.office.com>
2. Click on the **gear** icon in the top right corner.
3. Scroll the gear panel down to the bottom and select **Mail** under the **Your app settings**
4. On the left-hand side, select **Mail** -> **Accounts** -> **Block or allow**
5. Select **Automatically filter junk email**
6. Under **Safe Senders and Recipients**, (see screenshot below) enter the sender's email address and click the + button. Conversely, you can block senders and domains in the **Blocked Senders** section.
7. Click **Save**

## Options

### Shortcuts

#### General

#### Mail

##### Automatic processing

- Automatic replies
- Undo send
- Inbox and sweep rules
- Junk email reporting
- Mark as read
- Message options
- Read receipts
- Reply settings
- Retention policies

##### Accounts

- Block or allow
  - Connected accounts
  - Forwarding
  - POP and IMAP
- ##### Attachment options
- Attachment preferences
  - Storage accounts

##### Layout

- Conversations
- Email signature
- Focused inbox
- Link preview
- Message format
- Message list
- Quick actions
- Reading pane

#### Calendar

#### People

 Save  Discard

## Block or allow

- Don't move email to my Junk Email folder
- Automatically filter junk email

## Safe Senders and Recipients

Don't move email from these senders or domains to my Junk Email folder.



	+
educationadvantage.com.au	
demand@adobe-info.com	
ccc.edu	
agilecrm.com	

- Trust email from my contacts

## Blocked Senders

Move email from these senders or domains to my Junk Email folder.



Enter a sender or domain here	+

- Don't trust email unless it comes from someone in my Safe Senders and Recipients list