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**

🖫 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