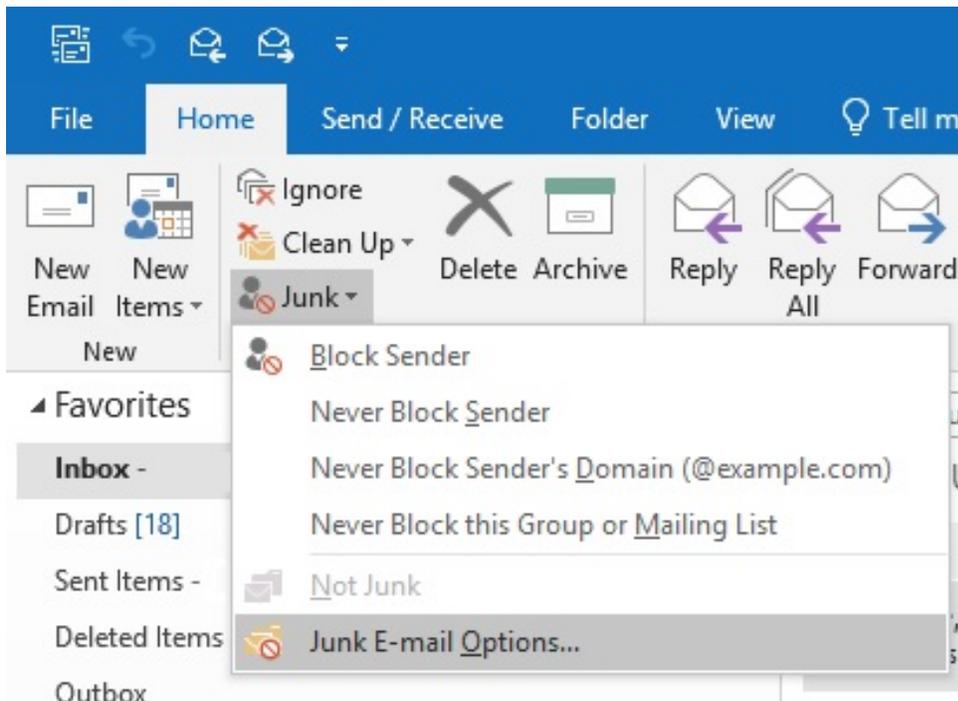# How to add Safe Senders to Outlook and Outlook Web Access (OWA)
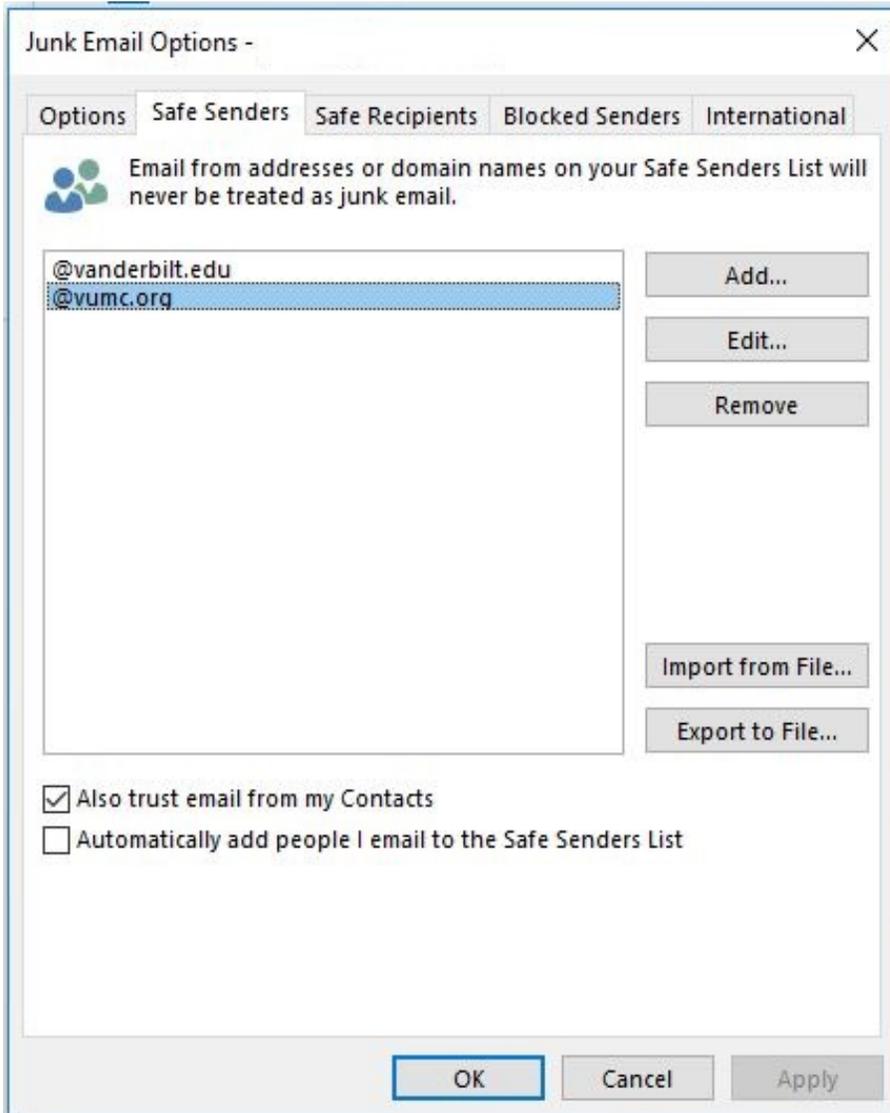
If the message is a direct type of message then you can follow these steps for Outlook or Outlook Web Access (OWA)

Outlook

1. On the Home Tab, Go to Junk > Junk E-mail Options

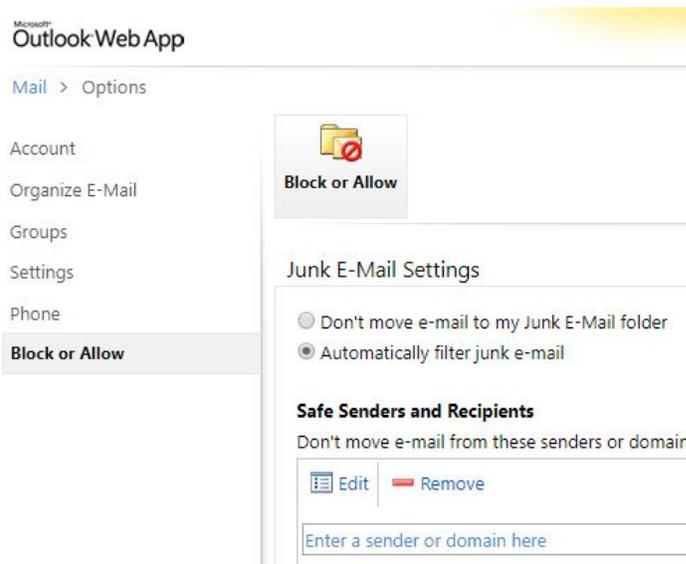2. On the Safe Senders Tab, Add the Email or domain name.

Junk Email Options -   ✕

Options   Safe Senders   Safe Recipients   Blocked Senders   International

Email from addresses or domain names on your Safe Senders List will
never be treated as junk email.

@vanderbilt.edu   Add...
@vumc.org
                                                   Edit...

                                                   Remove

                                                Import from File...

                                                Export to File...

☑ Also trust email from my Contacts
☐ Automatically add people I email to the Safe Senders List

                    OK   Cancel   Apply

Outlook Web app (OWA)

Login to web email here: https://email.vumc.org

1. Click on options in upper right side
2. Click See All Options
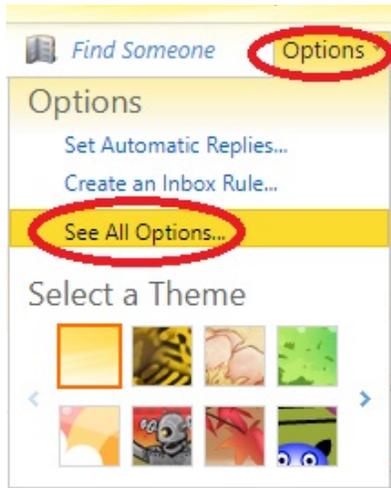
3. Click Block or Allow on left side

4. Under Safe Senders and Recipients

1. Type in the email address or domain that you wish to add to your safe senders list.

Safe Senders and Recipients

Don't move e-mail from these senders or domains to my Junk E-Mail folder.

Edit   Remove

Enter a sender or domain here

2. Click on the Save button in the bottom right corner of your screen.