HOW TO BLOCK & ALLOW EMAIL MESSAGES



Many of our clients have asked use **How Do I Block or Allow Email Messages** in Outlook 2010 for Windows.

Through your email client, you can identify email addresses to *accept* mail from even if your email system identifies the mail as "spam. You can also set your mail client to automatically file messages from specific addresses/domains to the Junk Mail folder.

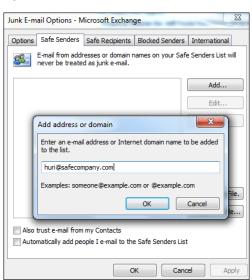
Note: If your spam filter is set to ON and Discard, a message detected as spam will be discarded even if it has been added to the Safe Senders list (below).

Follow the steps below to customize your Safe and Blocked lists:

- 1. Login to Outlook 2010.
- 2. On the **Home** tab, in the **Delete** group, click **Junk** and then click **Junk Email Options**.
- 3. The Junk Email Options window appears. Follow these steps:
 - Safe Senders To add specific email addresses/domains to your Safe Sender list, even if the mail has been identified as spam, click the Safe Senders tab. Click Add and enter the email address or domain (see image below).

Note: You cannot add the entire "cmu.edu" or "andrew.cmu.edu" domain to the Safe Sender list. The application prohibits adding your OWN email domain.

 Blocked Senders - To automatically file email from specific addresses/domains to your Junk Mail folder, click the **Block Senders** tab. Click **Add** and enter the email address or domain.



4. Click OK