

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**

