Junk E-Mail Filtering

(Outlook 2007)

Following are the procedures to follow to preclude valid e-mail from being sent to your junk e-mail folder from a particular domain. For example, “@nsula.edu” is the e-mail domain for all NSU faculty and staff. “@student.nsula.edu” is the e-mail domain for all NSU students.

**Step 1.** From the Outlook window, click on Actions, then **Junk E-Mail**, and the **Junk E-Mail Options** as shown below.

This will result in the following pop-up box appearing.
Step 2. Click on OK as shown below.

This will result in the following pop-up box appearing.
Step 3. Click on the **Safe Senders** tab as shown below.

This will result in the following pop-up box appearing.
Step 4. Click on the Add button.

This will result in the following pop-up box appearing.
Step 5. **Type** in the **domain name** (e.g., “@nsula.edu) from which you do NOT want e-mails to go to the junk e-mail folder.
Step 6. After typing in the domain name, click on OK.

This will cause the domain name to be added to the Safe Senders list as shown below.
Step 7. To save the new Safe Senders list, **click** on **Apply** button and then **click** on the **OK** button.

You have completed the procedure.