

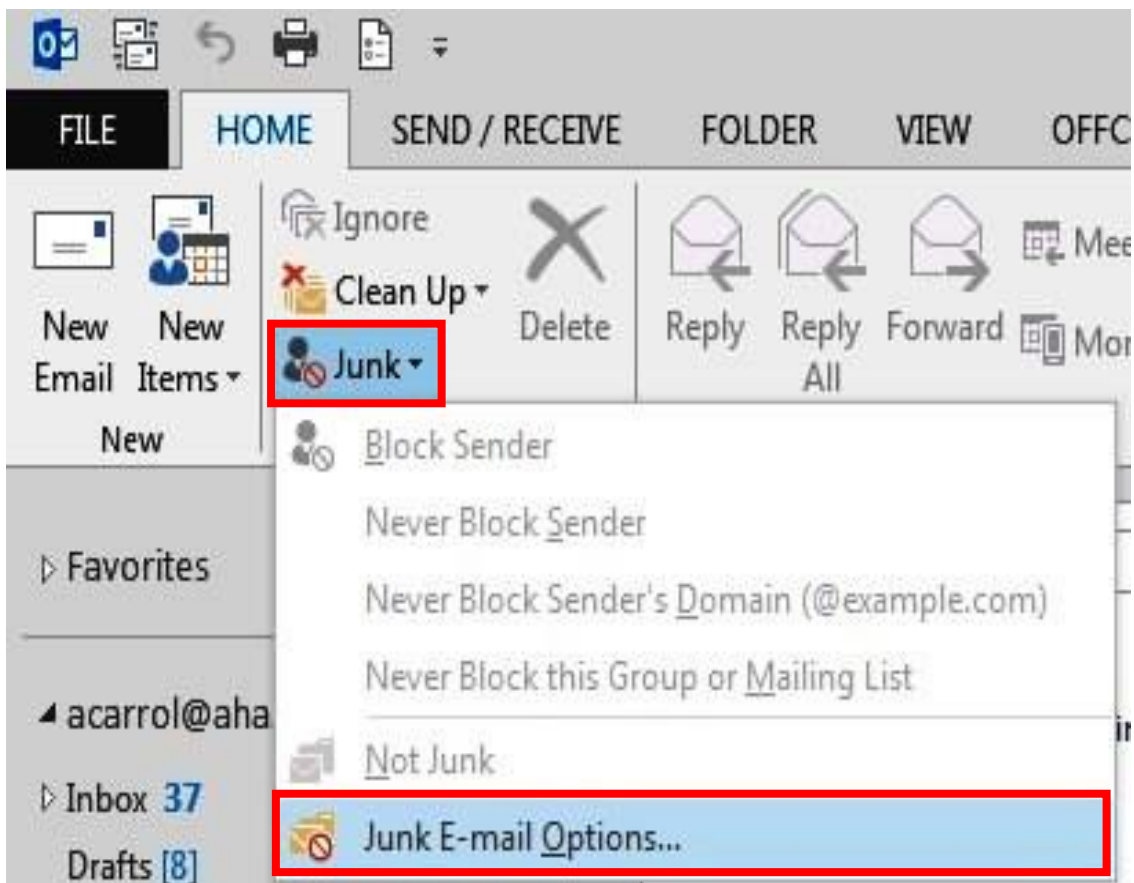
# White listing and Black listing e-mail addresses in Outlook



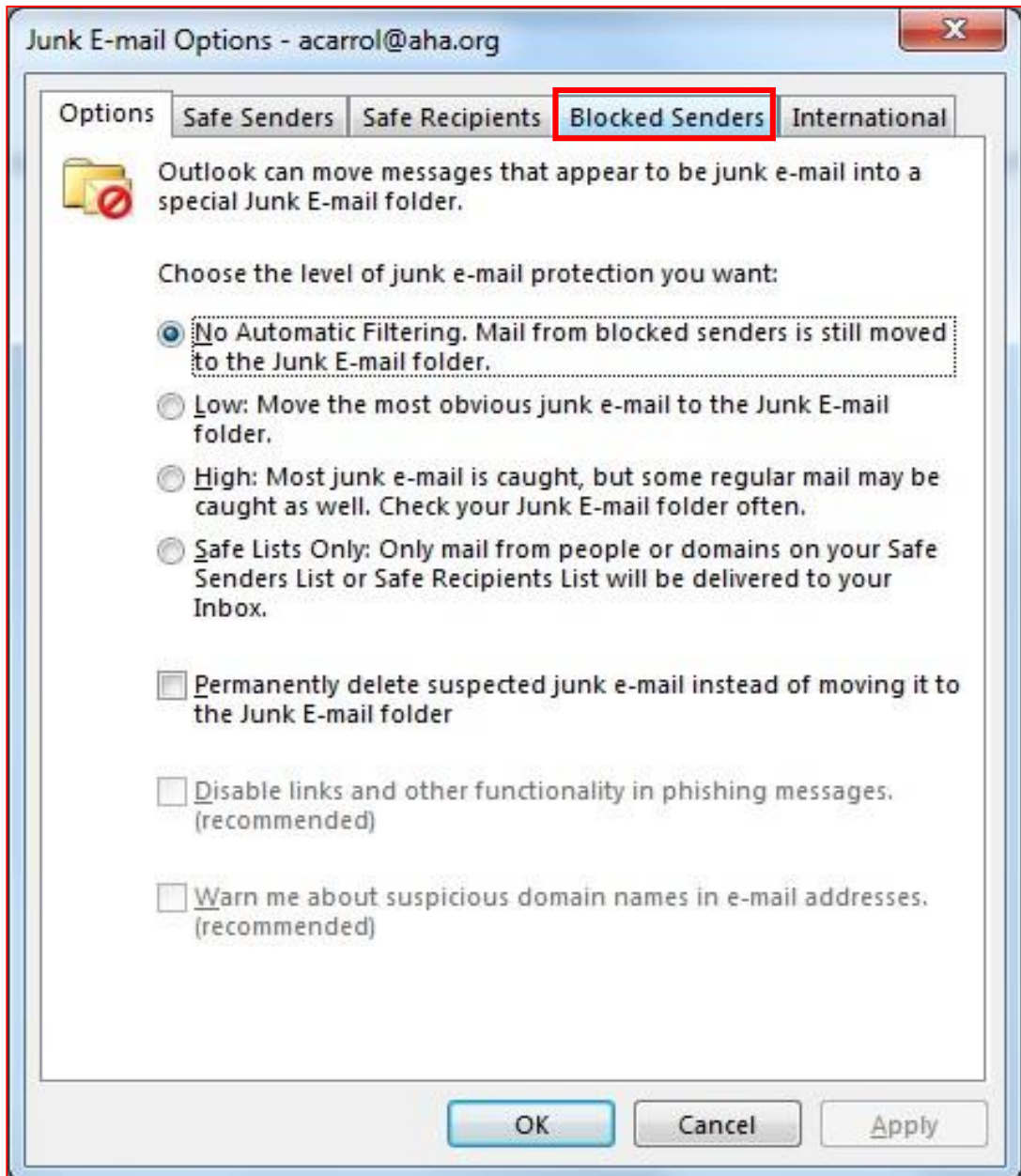
# Black listing e-mail addresses

To manually add e-mail addresses to block in Outlook,

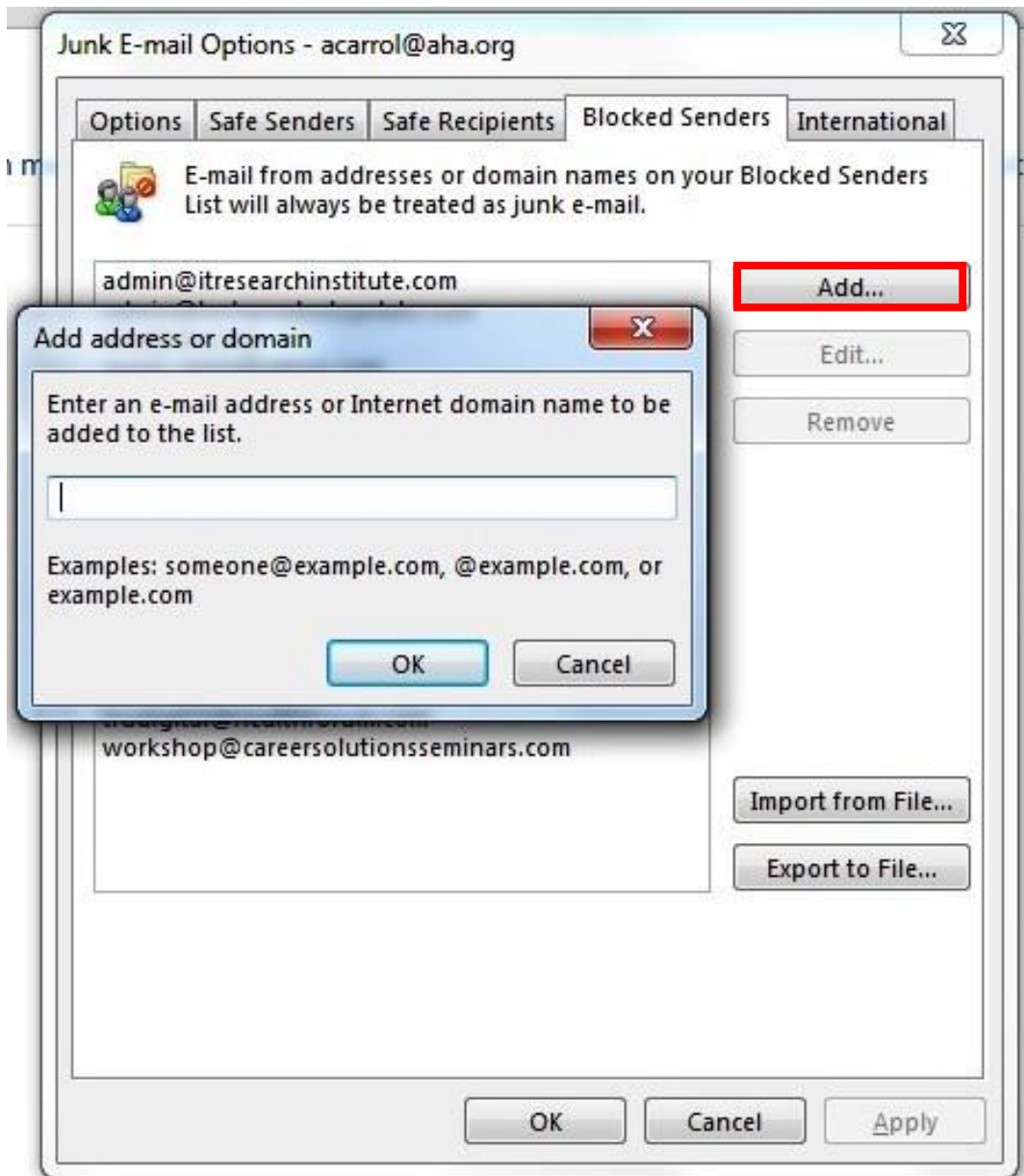
- Select, **“Junk”**,
- **“Junk E-mail Options”**



## Select, “Blocked Senders”



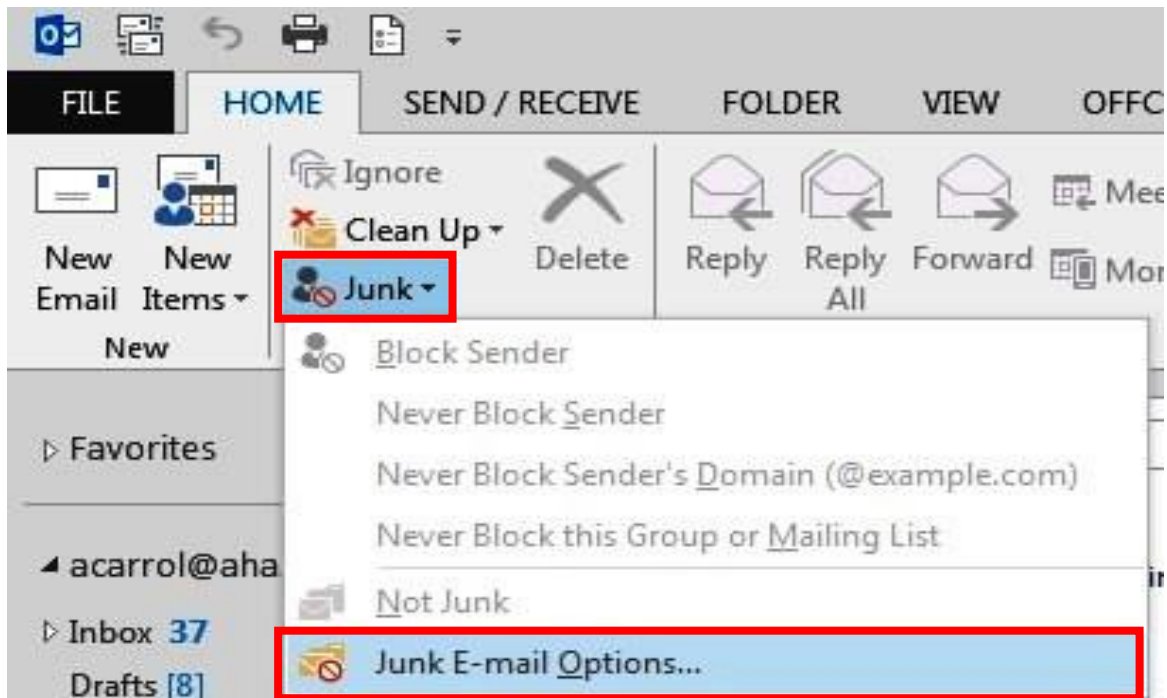
Select, **“Add”**, then type in the e-mail address/addresses then select, **“Ok”**



# White listing e-mail addresses

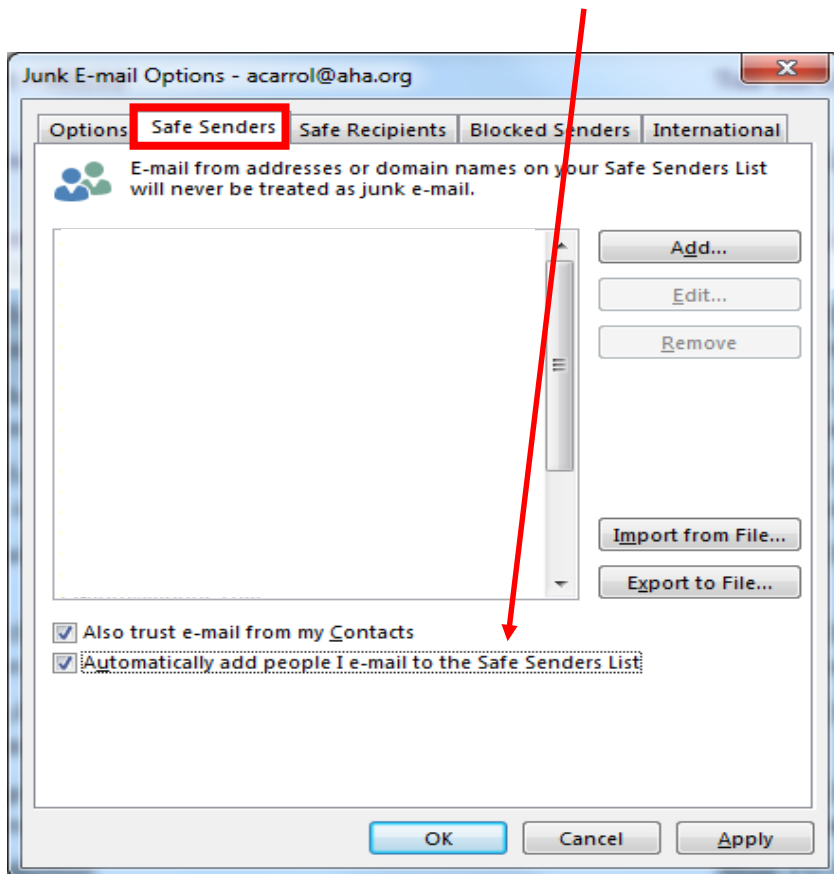
To manually add e-mail addresses to add to whitelist in Outlook,

- Select, **“Junk”**,
- **“Junk E-mail Options”**



Select, **“Safe Senders”**.

Note that you have the option of selecting, **“Also trust e-mail from my Contacts”** AND/OR **“Automatically add people I e-mail to the Safe Senders List”**.



Select, **“Add”**, then type in the e-mail address/addresses then select, **“Ok”**

