

Flag mail as not junk email

To flag incoming mail as always to be accepted, enter the email address or the domain (part of the email address to the right of the "@" sign) into the allow list.

1) Select the "Settings" icon and then select "Mail" under the "Your app settings"

(settings icon)					
email.administr	ator 🛞				
Settings	×				
Search all settings	٩				
Automatic replies Create an automatic reply (Out of office) message.					
Display settings Choose how your inbox should be organ	ized.				
Offline settings Use this computer when you're not conn to a network.	ected				
Manage add-ins Turn add-ins from your favorite app veno and off.	lors on				
Manage connectors Connect Outlook to your favorite service	5.				
Theme Default theme	~				
Notifications On	~				
Your app settings Office 365 Mail Calendar People Yammer	Â				



2) Select "Block or Allow" located under "Accounts"; under the section titled "safe senders and recipients" enter the email address or the domain to be flagged as "safe" in the field next to the plus sign; select the plus sign (repeat this for each address / domain to be entered); select "Save" when completed.

	Office 365	Outlook	Cleveland State University engagedicoming			
© 0	Options					
Sł ► Gi ∡ M	nortcuts eneral ail Automatic processing Automatic replies Clutter Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts Reply settings Reply settings	 Save × Discard Block or allow O Don't move email to my Junk Email folder O Automatically filter junk email Safe Senders and Recipients Don't move email from these senders or domains to m m m Enter a sender or domain here 	ny Junk Email folder.			
-	Block or allow					
4	Connected accounts POP and IMAP Layout Conversations Email signature Maccage format	Trust email from my contacts				
	Message format Message list Reading pane Link preview	Blocked Senders Move email from these senders or domains to my Juni	k Email folder.			
▶ Ca	alendaf	A m				



To un-junk an individual item that is located in the Junk E-Mail folder, select the item to un-junk; right click on the email and select "Mark as not junk". This will make all future mailings from this address appear in your inbox.

	Office 365	5	Outlook		
Searc	h Mail and People	P	🕀 New 🗸	💼 Delete	Empty folder
€ F	olders	ŧ	Junk E-Mail		
⊿ Fa	avorites		Older		
	Inbox Clutter Sent Items Deleted Items Ingage At CSU Inbox Clutter Drafts	12 1 12 12 1 46	Carl	Reply Reply all Forward Delete Archive Mark as u Flag Mark as n	nread ot junk
	Sent Items Deleted Items			Move	> • >
	Junk E-Mail	1		Create rul	
	Notes RSS Feeds This is a test			View mes	sage details