HOW TO ADD SAFE SENDER DOMAINS IN OUTLOOK

Legal professionals receive numerous email messages, many of which are crucial as part of their practice, including court notices, communications with clients and opposing counsel, among others. Receiving necessary emails is paramount to your practice, but many email providers have added restrictions on what emails are delivered and which ones go directly into a Spam or Junk folder. If you do not check the Spam or Junk folder regularly, you may miss important emails. Rather than trying to remember to check your Spam or Junk folder, it is best to add certain domains to the safe sender list so that you can ensure it goes into your inbox. The instructions below demonstrate how to ensure emails from certain domains (@example.com) are delivered to your inbox by adding them to the program's safe sender list. These instructions are for Classic Outlook and desktop/web-based versions of the New Outlook for Microsoft 365.

Add a Domain to Safe Sender List

Desktop-based Classic Outlook:

1. With Microsoft Outlook open, click or stay on the **Home** tab.
2. Select the email message of the sender's domain you would like to add to the safe sender list.
3. Under the Block Sender drop down, click **Never Block Sender's Domain**. The domain should be automatically added to the safe sender list.
4. If you wish to confirm the domain on the list or if you do not have a message from the sender, at the bottom of the Block Sender menu, click on **Junk Email Options.**
5. A new menu should pop up in the middle of your screen, look for the **Safe Sender** tab and click it.
6. Under the right-hand side, click **Add**. A dialog box will appear that will allow you to type the domains you want to deem safe (i.e. "@osbar.org").
7. Click **OK**.
8. At the bottom of the menu box, you can choose to consider anyone in your contacts as a safe sender and to add anyone you send emails to as a safe sender.

Desktop-based and Web-based New Outlook:

1. With Microsoft Outlook open, click on the **Settings** icon, which looks like a sprocket or gear and is located at the top-right.
2. Click **View all Outlook settings**. Be sure that **Mail** is selected from the left menu.
3. Click **Junk email.**
4. Scroll down until you see **Senders**.
5. Click **+ Add Safe Sender**. Type in the domain only (i.e. "osbar.org"). You do not need to add the @ symbol.
6. Click **OK**.

IMPORTANT NOTICES