Exempting LACA.ORG from Junk Mail (or turning off Junk Mail) in Outlook/Outlook Web App

Outlook Web App

1. Click Options....See All Options in the upper right.



2. Click "Block or Allow".



3. Enter "laca.org" in the Safe Senders and Recipients box, and click the 🖶

Junk E-Mail Settings

Don't move e-mail to my Junk E-Mail folder
Automatically filter junk e-mail
Safe Senders and Recipients
Don't move e-mail from these senders or domains to my Junk E-Mail folder.

4. This will put LACA.ORG into the box below. Click Save to save this setting.

Junk E-Mail Settings

Safe Senders and Recipients Don't move e-mail from these senders or domains to my Junk E-Mail folder. Edit Remove Enter a sender or domain here laca.org	
Enter a sender or domain here	
laca.org	
N	

5. ALTERNATIVE: Turn off junk mail filtering completely to prevent Outlook Web App from EVER putting anything in Junk Mail. Be sure to click **Save**



Outlook 2010

1. On the Home tab, click on Junk then Junk E-mail Options.



2. On the Safe Senders tab, click Add. Enter "laca.org" and click OK.

Ju	unk E-ma	il Options - cca	arson@laca.org			23
	Options	Safe Senders mail from addr never be treated	Safe Recipients esses or domain r d as junk e-mail.	Blocked Senders	International Senders List w	ill
					Add Edit	
•		Add address of Enter an e-mail to the list.	r domain address or Interr	net domain name to	be added	
	✓ Also	Examples: som	eone@example.co	OK	om Cancel	le
	Auto	matically add peo	ople I e-mail to the	e Safe Senders List	:	
			0	K Canc	el Ap	ply

3. "@laca.org" will be added to the Safe Senders list. Click OK to save this change.

Junk E-mail Options - ccarson@laca.org					
Options Safe Senders Safe Recipients Blocked Senders	International				
E-mail from addresses or domain names on your Safe Senders List will never be treated as junk e-mail.					
@laca.org	Add				
	Edit				
	Remove				
	Import from File Export to File				
✓ Also trust e-mail from my Contacts Automatically add people I e-mail to the Safe Senders List					
ОК Сап	cel Apply				

4. ALTERNATIVE: Turn off Junk Mail Filtering entirely. Be sure to click **OK** to save.

