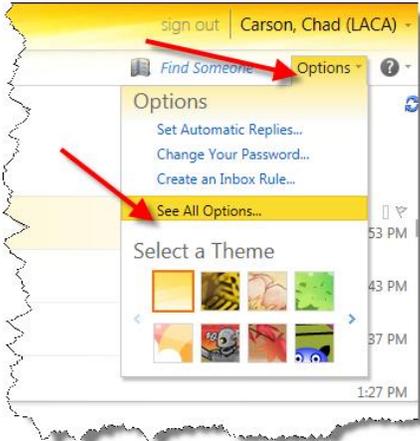


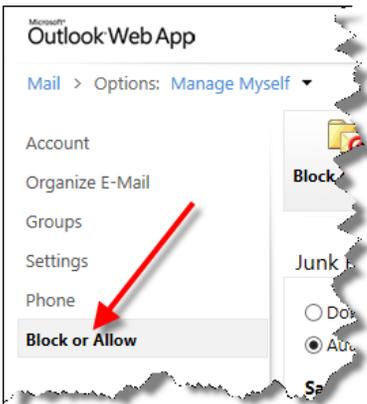
Exempting LACA.ORG from Junk Mail
(or turning off Junk Mail)
in
Outlook/Outlook Web App

Outlook Web App

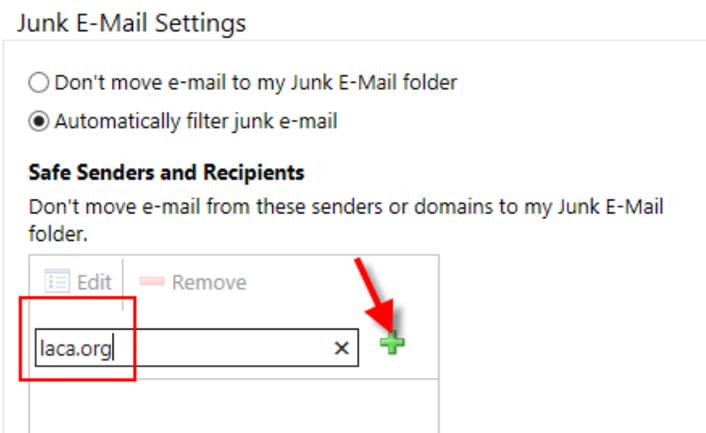
1. Click **Options....See All Options** in the upper right.



2. Click "Block or Allow".



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



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

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.

Enter a sender or domain here

laca.org

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**

Junk E-Mail Settings

- Don't move e-mail to my Junk E-Mail folder
- Automatically filter junk e-mail

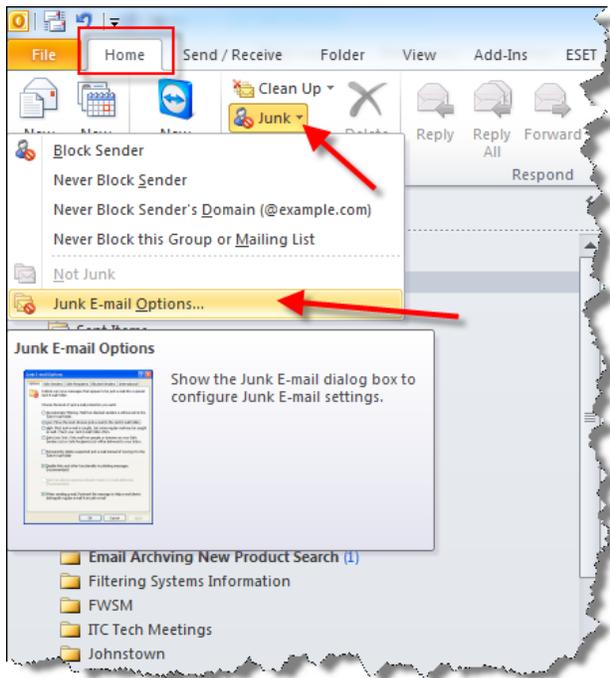
Safe Senders and Recipients

Don't move e-mail from these senders or domains to my Junk E-Mail folder.

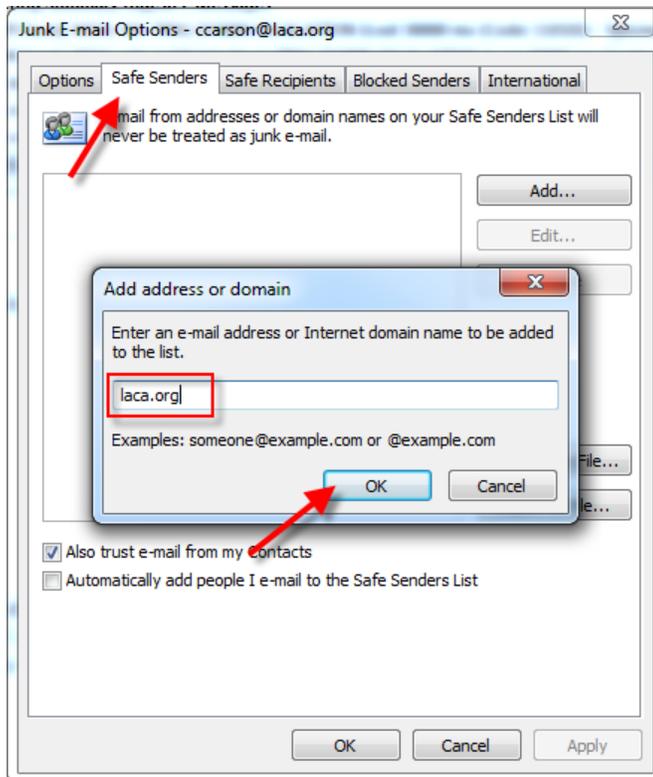
Enter a sender or domain here

Outlook 2010

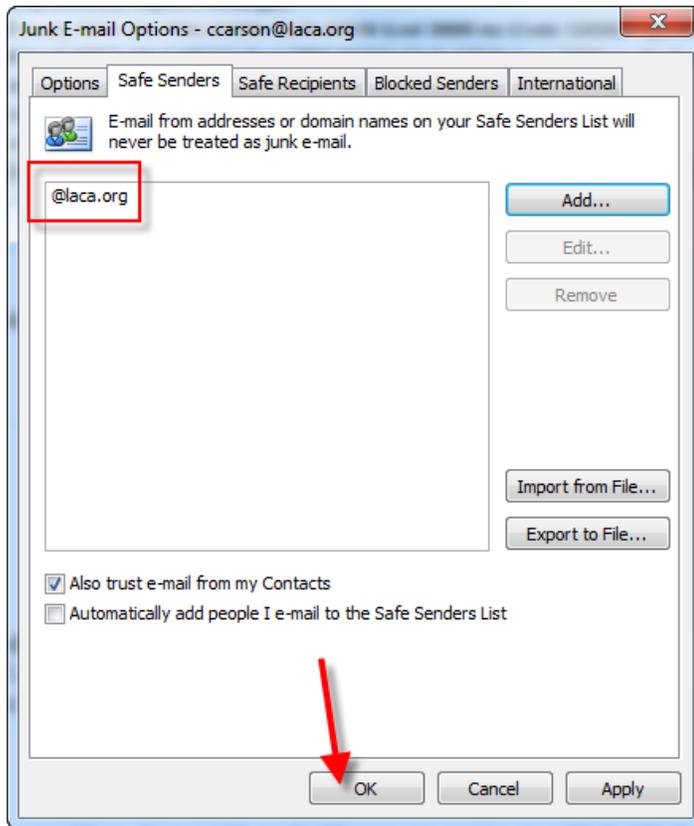
1. On the **Home** tab, click on **Junk** then **Junk E-mail Options**.



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



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



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

