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.
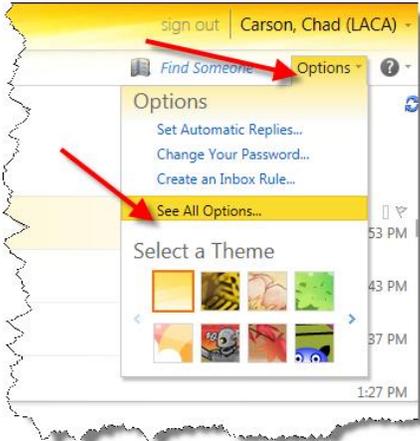
2. Click "Block or Allow".
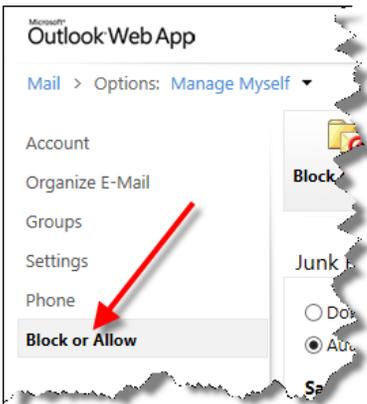
3. Enter "laca.org" in the **Safe Senders and Recipients** box, and click the ✚
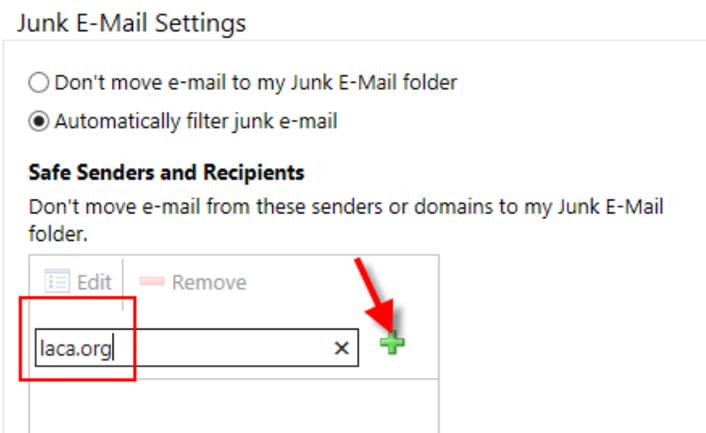
4. This will put LACA.ORG into the box below. Click **Save** to save this setting.

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.**
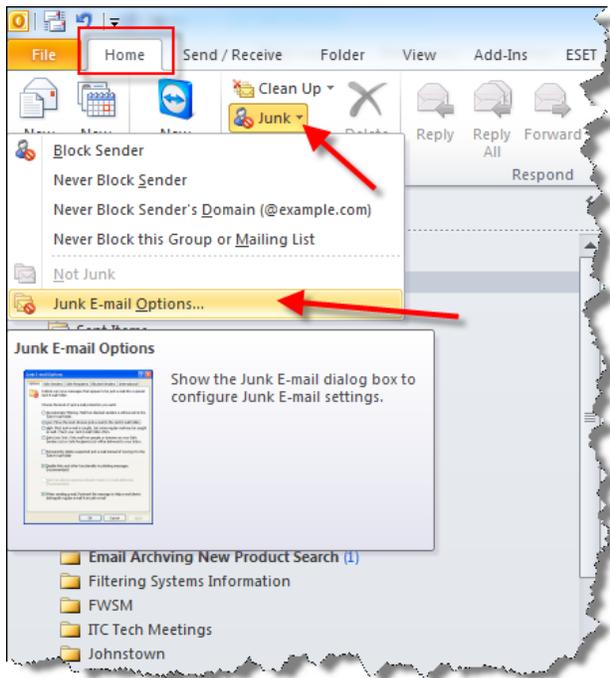
2. On the **Safe Senders** tab, click **Add**. Enter "laca.org" and click **OK.**
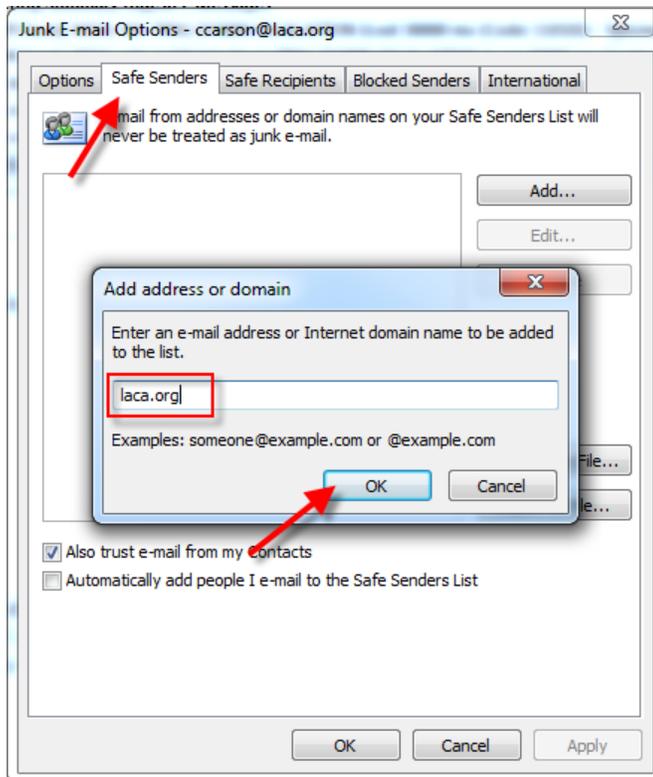
3. "@laca.org" will be added to the Safe Senders list. Click OK to save this change.
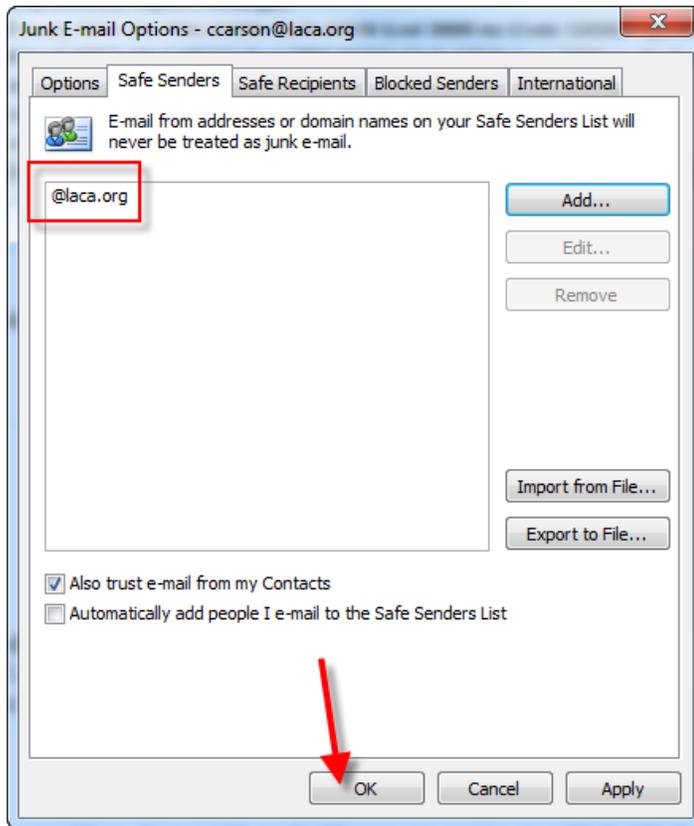
4. ALTERNATIVE: Turn off Junk Mail Filtering entirely. Be sure to click **OK** to save.