UCHC Outlook 2007 Junk E-mail Safe Senders List User information.

Any message that is caught by the MS-Outlook Junk E-mail Filter is moved to a special Junk E-mail folder. It is a good idea to check the JUNK E-mail folder periodically to make sure that they are not legitimate messages that you want to see. If they are legitimate, you can move them back to the Inbox by marking as “not junk” and can also drag them to any folder.

In Mail, click the Junk E-mail folder in your folder List:

1. Right-click any message that you do not want to be marked as junk.
2. On the shortcut menu, point to Junk E-mail, and then click Mark as Not Junk.
3. –Or- Right Click, pull down menu, Junk Mail ... select “add sender to safe senders list”. 
A message that is marked as not junk is moved to your Inbox or to the folder that it was previously in. When you mark a message as not junk, you see a prompt about adding the sender or mailing list name to your Safe Senders List.

To Review who your safe senders are:

On the Tools menu, click Options to open the Options dialog box.

On the Preferences tab, under E-mail, click Junk E-mail to open the Junk E-mail Options dialog box:

Select the “safe-senders” tab:
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You can Add an email address or a domain. A specific e-mail address, such as user@domain.com or domain, such as @doman.com, or just domain.com.

To review your safe senders list with Outlook Web Access:

After logging onto outlook web access at https://itowa.uchc.edu

Click options:
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Click Junk Email on left pane:

After reviewing options, be sure to click the **Save** button to keep any changes.