Тор	left corner of	Outlook Click HOI	ME			
File	Home	Send / Receive	View	Help	Acrobat	Message
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Block/Safe Sender Guide

Far right side click on the THREE DOTS > Select Junk > Select Junk E-mail Options.....

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		Move & Delete	
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_	8 Block Sender	<u>}</u> unk →	
	Never Block <u>S</u> ender	Rule <u>s</u> >	
	Never Block Sender's <u>D</u> omain (@example.com)	Respond	_
_	Never Block this Group or <u>M</u> ailing List	🗄 Meeting	1
	Mot Junk	Reply with IM	
sp p	Uunk E-mail Options	Reply All with IM	
		Interpretation Provide a Attachment Interpretation	
		S Call >	
		Find	
		ିଟ୍ଟ୍ Bro <u>w</u> se Groups	

On the new window that pops up – Click on the Block Senders Tab (Here you can see who was selected to be blocked)

Junk Ema	il Options - eor	ozco7@nmsu.edu	ı	×
Options	Safe Senders	Safe Recipients	Blocked Send	ers International
<u></u>	Email from addro will always be tr	esses or domain n eated as junk ema	ames on your il.	Blocked Senders List
(Add
				Edit
				Remove
				Import from File Export to File
		ОК	Can	cel Apply

I would encourage to select the Safe Senders tab and make sure <u>comm@aacsb.edu</u> is added for example down below

unk Email Options - eorozco7@nmsu.edu	×
Options Safe Senders Safe Recipients Blocked S	enders International
Email from addresses or domain names on yo never be treated as junk email.	our Safe Senders List will
bfhrtech-bounces@lists.nmsu.edu	Add
handshake@notifications.joinhandshake.com notifications@instructure.com	Edit
service@versaproducts.com	Remove
	Import from File
Also trust email from my Contacts	
Also trust email from my Contacts Automatically add people I email to the Safe Send	lers List
 Also trust email from my Contacts Automatically add people I email to the Safe Send 	lers List
Also trust email from my Contacts Automatically add people I email to the Safe Send	lers List
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Please let me know if you need guidance with this. Ill be more than happy to help!