How to Add/Edit the Junk Email Safe/Blocked Senders lists in Microsoft Outlook Web App

To Add/Edit Your Safe Sender's List:

- 1. Go to the OWA website at https://email.pace.edu
- 2. Log in with your MyPace Username and Password
- 3. Click Options
- 4. Click See All Options...



5. Click on Block or Allow



6. Enter the address that you want to classify as safe in the field labeled **Enter a sender or domain here** and click the **Green Plus Sign**. Repeat procedure for each address.

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	-	
info@modolabs.com		
Trust e-mail from my contacts		

🗸 Save

7. Click Save

Note: The address entered will now show in your Safe Senders and Recipients list.

To Add/Edit your Blocked Senders List:

1. Enter the address that you want to block in the field labeled **Enter a sender or domain** here and click the **Green Plus Sign**. Repeat procedure for each address.



Move e-mail from these senders or domains to my Junk E-Mail folder.

📃 Edit 🛛 — Remove	
Enter a sender or domain here	÷

2. Click Save

Note: The address entered will now show in your Blocked Senders list.