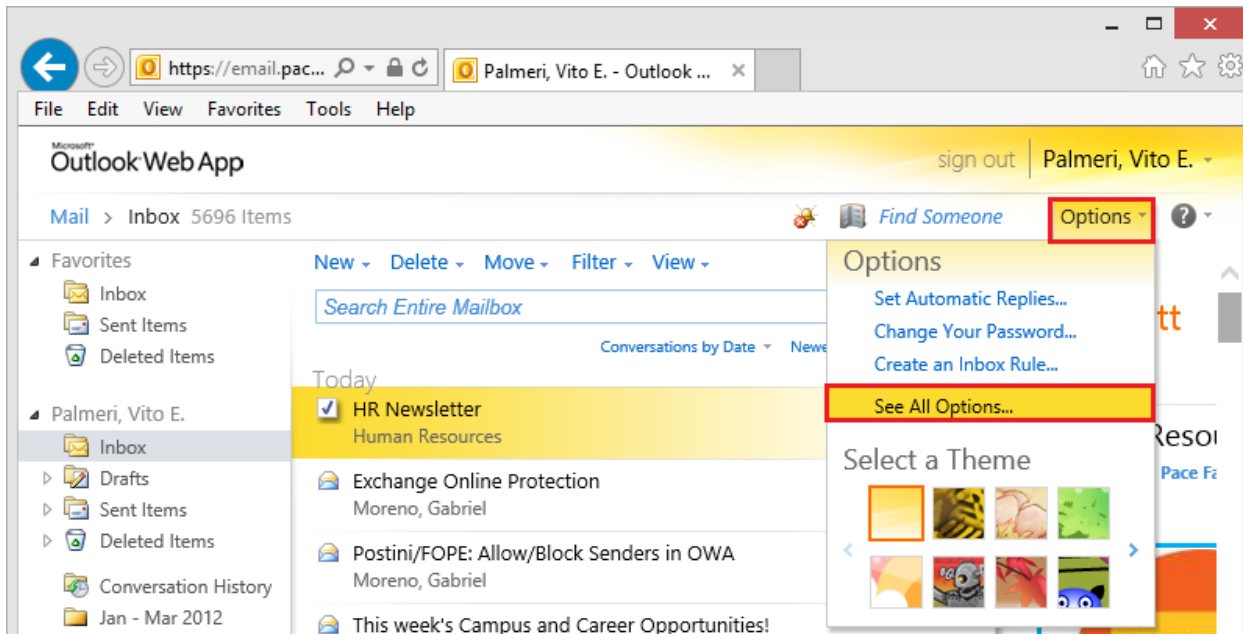


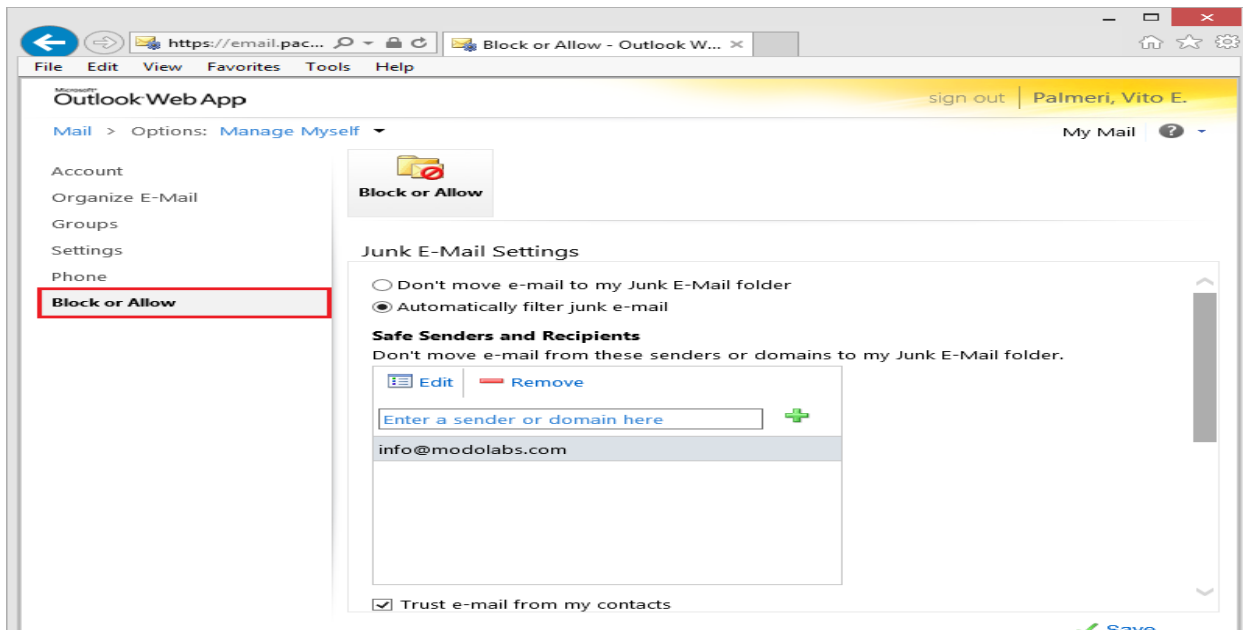
How to Add/Edit the Junk Email Safe/Blocked Senders lists in Microsoft Outlook Web App

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...**



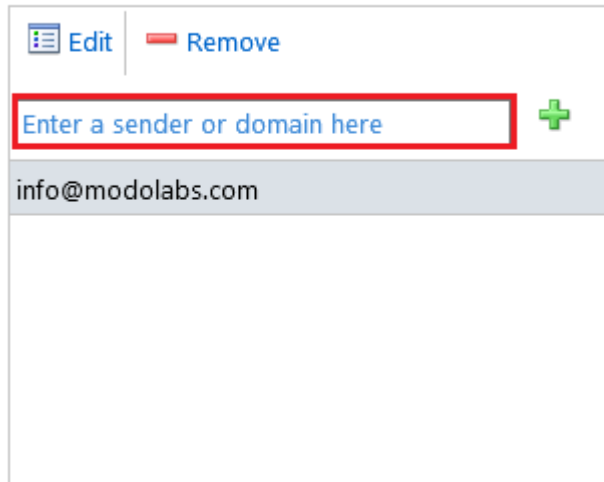
5. Click on **Block or Allow**



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.



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.

Blocked Senders

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



2. Click **Save**

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