

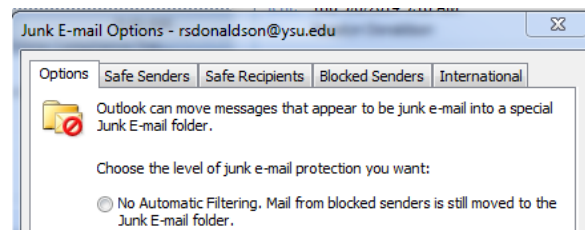
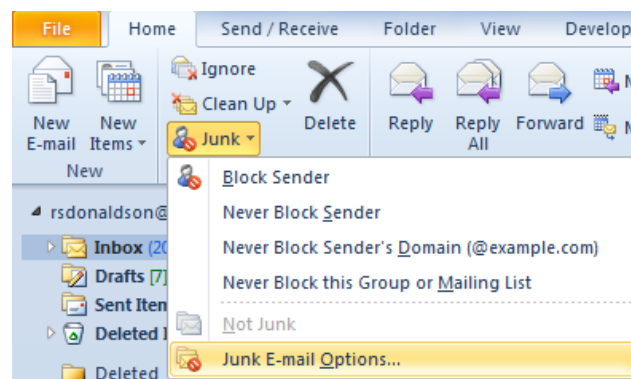
Add to Safe Sender List

Outlook & Outlook Web App

By adding e-mail addresses and domain names that you trust to the Safe Senders List, you instruct Outlook or Outlook Web App that messages from those sources are never to be treated as junk. If you belong to mailing lists or distribution lists, you can add these names to your Safe Recipients List. Please add **ysu.edu**, **admin@lawroom.com** and/or **lawroom.com** to your Safe Sender list.

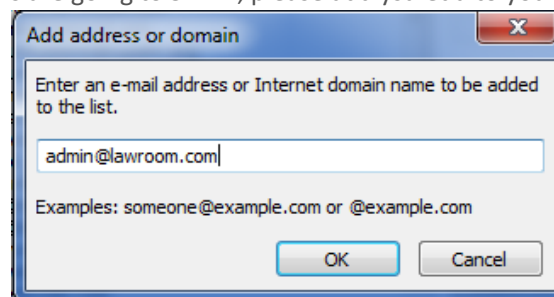
Outlook 2010

1. To manually add names or domains to your safer sender list, on **the Home tab, in the Delete group, click Junk > Junk Email Options.**



2. To add safe senders, Click the **Safe Sender** tab, then click **Add**.
3. Type **admin@lawroom.com**. Click **OK**. To add more email accounts or domains, repeat this step.

NOTE: Many YSU emails are going to SPAM, please add ysu.edu to your safe sender list, too.



4. Click **Apply** and then **OK** when you are finished.

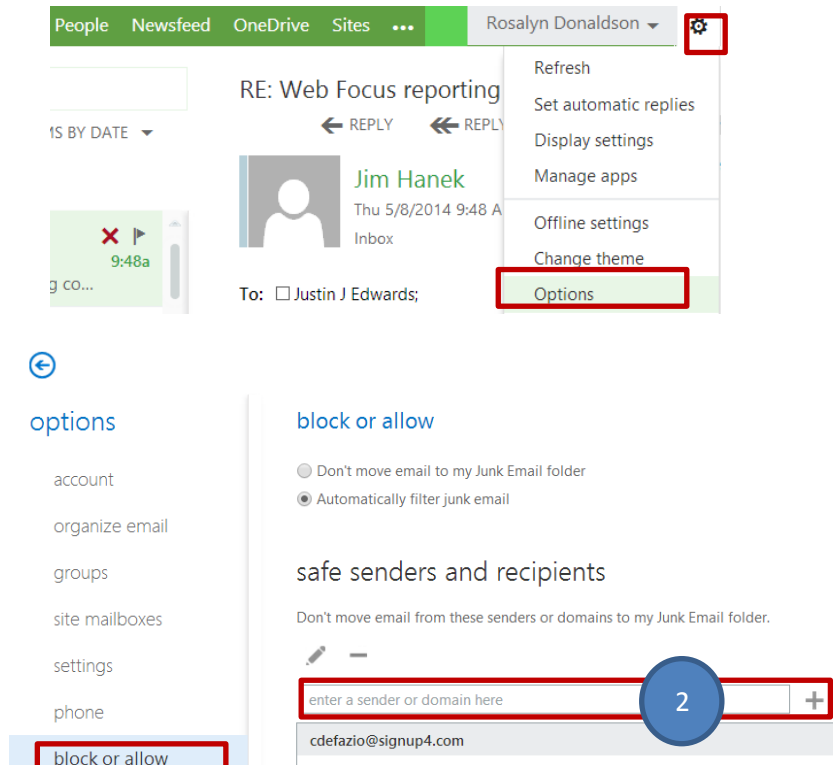
Add to Safe Sender List

Outlook & Outlook Web App

Outlook Web App (Office 365)

To add a sender to the Safer Sender List in the Outlook Web App:

1. Click **Settings**  > **Options** > **Block or allow**.



2. To add an entry to Safe senders and recipients, type the email address or domain that you want to mark as safe in the **Enter a sender or domain here text box**, and then press Enter or click the plus icon new next to the text box. **Add lawroom.com to your safe sender list.**
3. Click **Save** found at the bottom of the page to save your changes.

If you have questions or need assistance with adding an email address or domain to your safe sender list, please contact Rosalyn Donaldson at extension 1529.