


To add a domain to the Safe Senders List in Outlook, which helps ensure emails from that domain do not go to your Junk Email folder, follow these steps:

### **Adding a Domain to the Safe Senders List in Outlook**

#### **For Outlook Desktop Application:**

1. **Open Outlook:** Launch the Microsoft Outlook application on your computer.
2. **Go to File:**
  - Click on the **File** tab in the top-left corner of the window.
3. **Access Options:**
  - In the left sidebar, select **Options**.
4. **Open Trust Center:**
  - In the Outlook Options window, click on **Trust Center** in the left menu.
  - Then, click on the **Trust Center Settings** button.
5. **Safe Senders:**
  - In the Trust Center window, select **Junk Email**.
  - Under the Junk Email Options, navigate to the **Safe Senders** tab.
6. **Add Domain:**
  - Click on the **Add** button.
  - Enter the domain you want to add (e.g., **@example.com**) in the format **@domain.com** to allow all emails from that domain. Alternatively, you can enter a specific email address if you prefer.
  - Click **OK** to confirm.
7. **Close the Settings:**
  - Click **OK** again to close the Trust Center, and then click **OK** once more to exit the Options window.

#### **For Outlook Web App (OWA):**

1. **Sign in to Outlook:** Open your web browser and sign in to your Outlook account.
2. **Go to Settings:**
  - Click on the gear icon (  ) in the upper-right corner to open the Settings menu.
  - At the bottom of the menu, click **View all Outlook settings**.
3. **Access Junk Email:**
  - In the Settings window, select **Mail** on the left sidebar, then choose **Junk email**.
4. **Add Domain:**

- In the Safe senders and domains section, click on **Add**.
- Enter the domain you want to add (e.g., **@example.com**) and press **Enter** or click **Save**.

5. **Save Changes:** Make sure to save any changes before exiting the settings.

#### **Additional Tips**

- **Reviewing Your Safe Senders List:** You can also review your existing Safe Senders list in the same settings area. This allows you to remove any domains or addresses that you no longer want to keep in the list.
- **Check Your Junk Folder:** After adding a domain to your Safe Senders List, it's a good idea to periodically check your Junk folder to ensure that legitimate emails are not being incorrectly filtered.