

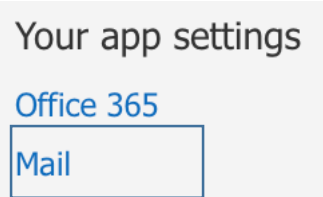


How to Manage Safe or Blocked Email Addresses

Mark Safe or Block an Email Address

1. Sign in to Outlook Web App. Visit <http://o365.spiritsd.ca/>.
2. Choose **Mail** or choose the **app launcher**  > **Mail**.
3. At the top of the page, select **Settings**  > **Your app settings** > **Mail**



4. Look to the left panel and select **Block or Allow** under **Accounts**.
5. To add an entry to **Safe senders and recipients**, enter the email address that you want to mark as safe in the **Enter a sender or domain here** text box, and then press **Enter**.
 - To mark a particular person as safe, enter that person's full email address. For example, to mark all messages from tonysmith@contoso.com as safe, enter **tonysmith@contoso.com** in the text box.
 - *Note that only full email addresses will be honored by the safe senders list. You cannot whitelist by domain.* You can however, block a domain as per the instructions that follow in #6.
6. To add an entry to **Blocked senders**, enter the email address or domain that you want to block in the **Enter a sender or domain here** text box, and then press **Enter**.
 - For example, to block all email from addresses that end in contoso.com, enter **contoso.com** in the text box.
 - To block a particular person, enter that person's full email address. For example, to block all messages from tonysmith@contoso.com, enter **tonysmith@contoso.com** in the text box.
6. Select **Save** to save your changes.

If you need further assistance with managing your safe or blocked senders lists or have further email questions, please contact the [Help Desk](#).