The following domains are already set by the system administrators to be safe. There should be no need to add any addresses that are sent from any of the domains listed:

- alum.ed.ac.uk
- bioquarter.com
- business-school.ed.ac.uk
- chead.ac.uk
- ed.ac.uk
- epcc.ed.ac.uk
- eri.ed.ac.uk
- eup.ed.ac.uk
- eusa.ed.ac.uk
- exseed.ed.ac.uk
- igmm.ed.ac.uk
- inf.ed.ac.uk
- interface-online.org.uk
- roslin.ed.ac.uk
- staffmail.ed.ac.uk
- sms.ed.ac.uk
- uoe.mail.onmicrosoft.com
- uoe.onmicrosoft.com

Login to Office 365 www.office365.ed.ac.uk

Select the Gear icon at the top right of the window and then select Options

On the left hand side of the page underneath options, select block or allow
How to add addresses or domains to the safe senders list

- In the main section of the page underneath **safe senders and recipients**, add your safe sender address in the field supplied and then select the + icon.

  safe senders and recipients

  Don't move email from these senders or domains to my Junk Email folder.

  ![Safe senders and recipients](image)

  - The address or domain added should appear in the list below.

  ![Safe senders and recipients with added address](image)

  - It is advised to leave the following checkbox selected (everyone on your contacts list is a safe sender).

  ![Trust email from my contacts checkbox](image)
How to block addresses or domains

- In the main section of the page underneath blocked senders, add the address or domain you wish to block in the field supplied and then select the + icon

<table>
<thead>
<tr>
<th>blocked senders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move email from these senders or domains to my Junk Email folder.</td>
</tr>
<tr>
<td>unsafe.address.com</td>
</tr>
</tbody>
</table>

- The address or domain should appear in the list below

<table>
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</tr>
</tbody>
</table>

- If you only wish to trust incoming mail from addresses in your safe senders list, select the following checkbox.

- Once all changes have been made, select save
Junk filter (may need revised)

- The administrators have set an automatic junk filter. It's advised to leave this on Automatically filter Junk email but if you are not receiving mail that you feel you should then you may want to change this to Don't move email to my Junk folder.