

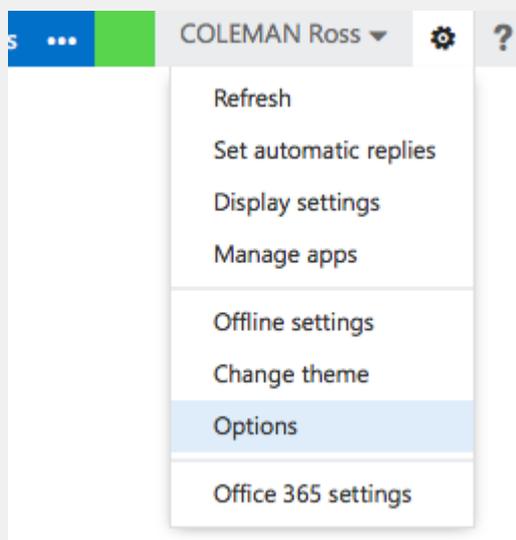
Block or allow specified addresses or domains

 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**



options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

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.



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

safe senders and recipients

Don't move email from these senders or domains to my Ju

test.email@ed.ac.uk

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

Trust email from my contacts

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

blocked senders

Move email from these senders or domains to my Junk Email folder.



- The address or domain should appear in the list below

blocked senders

Move email from these senders or

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

Don't trust email unless it comes from someone in my Safe Senders and Recipients list or local senders

- Once all changes have been made, select save

Don't trust email unless it comes from someone

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**

block or allow

- Don't move email to my Junk Email folder
- Automatically filter junk email