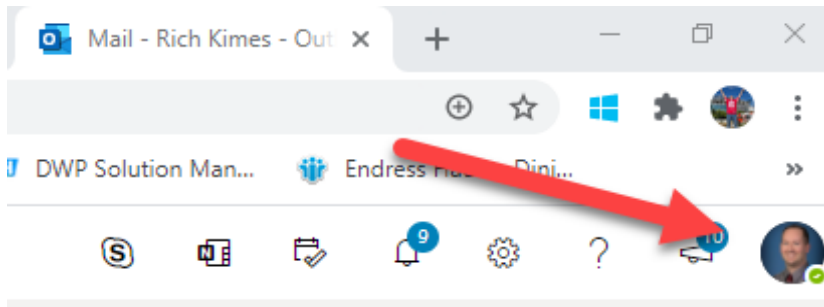


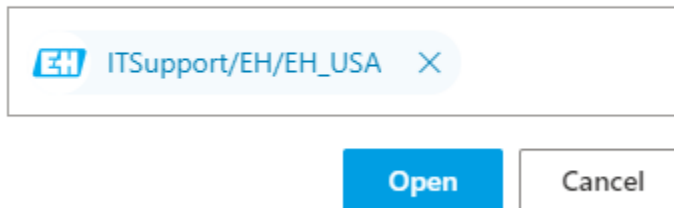
How to whitelist email addresses/domains for group mailboxes

- Open Chrome and go to www.office.com
- If you have never signed it before, this requires your Windows credentials (laptop login)
- Once at the home page, over on the left side is a list of all O365 applications. Click on Outlook.
- Once in your Inbox, in the upper right corner click on your profile picture, then click on "Open another mailbox"

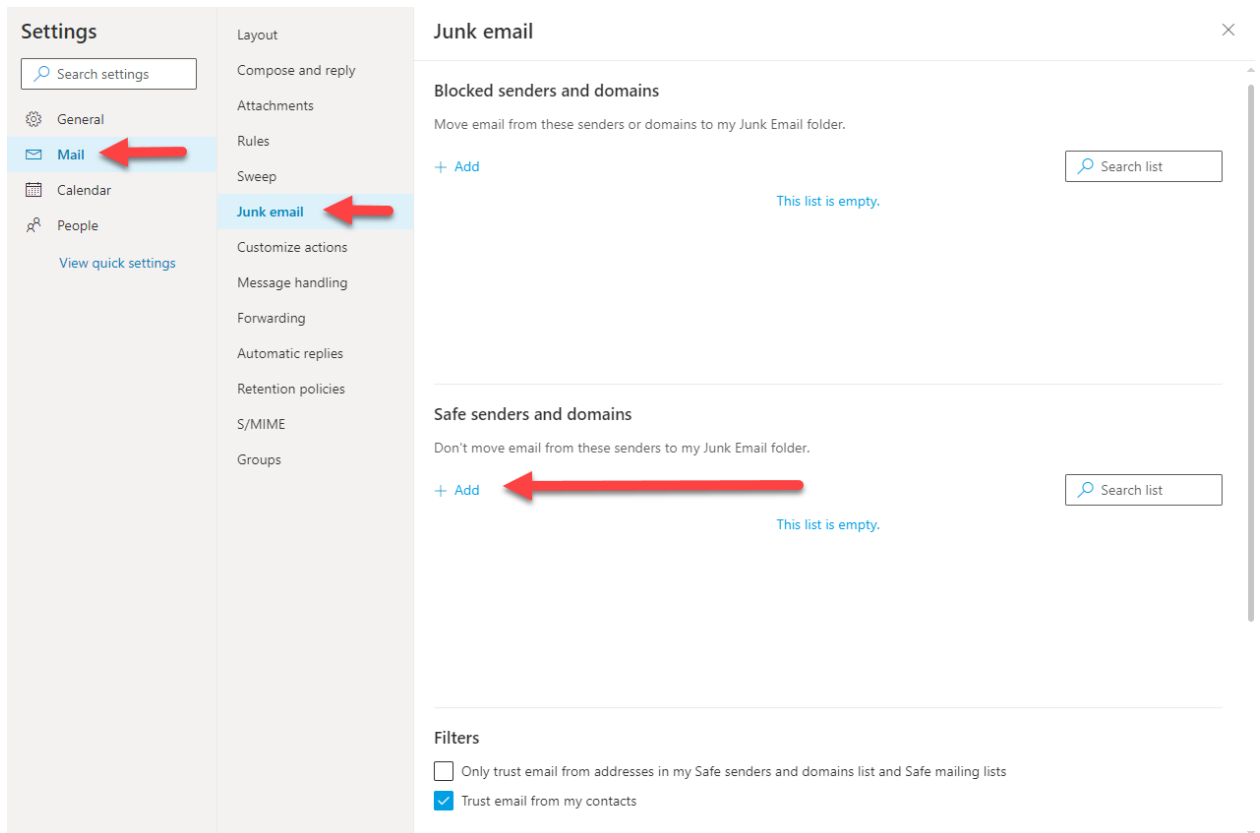


- Enter the name of your group mailbox (which you have access to) and click Open

Open another mailbox



- Now that you're in the group mailbox, click on the Settings icon in the upper right corner (the gear icon), then down at the bottom click on "View all Outlook settings"
- Now in the Settings menu, select the "Mail" option then "Junk email" just to the right of that.
- Under the "Safe senders and domains" click the "Add" button



-
- Now you can add individual email addresses or an entire domain into the safe senders list. (if adding the entire domain do not use the @ symbol) An example of each is below:

Settings

Search settings

General

Mail

Calendar

People

[View quick settings](#)

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME

Groups

Junk email

Blocked senders and domains

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

+ Add

Search list

This list is empty.

Safe senders and domains

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

+ Add

Search list

forbergsmith.com

accounts.payable.us.sc@endress.com

Filters

☐ Only trust email from addresses in my Safe senders and domains list and Safe mailing lists

Save Discard

-
- Once done adding, click Save and exit all the way out.