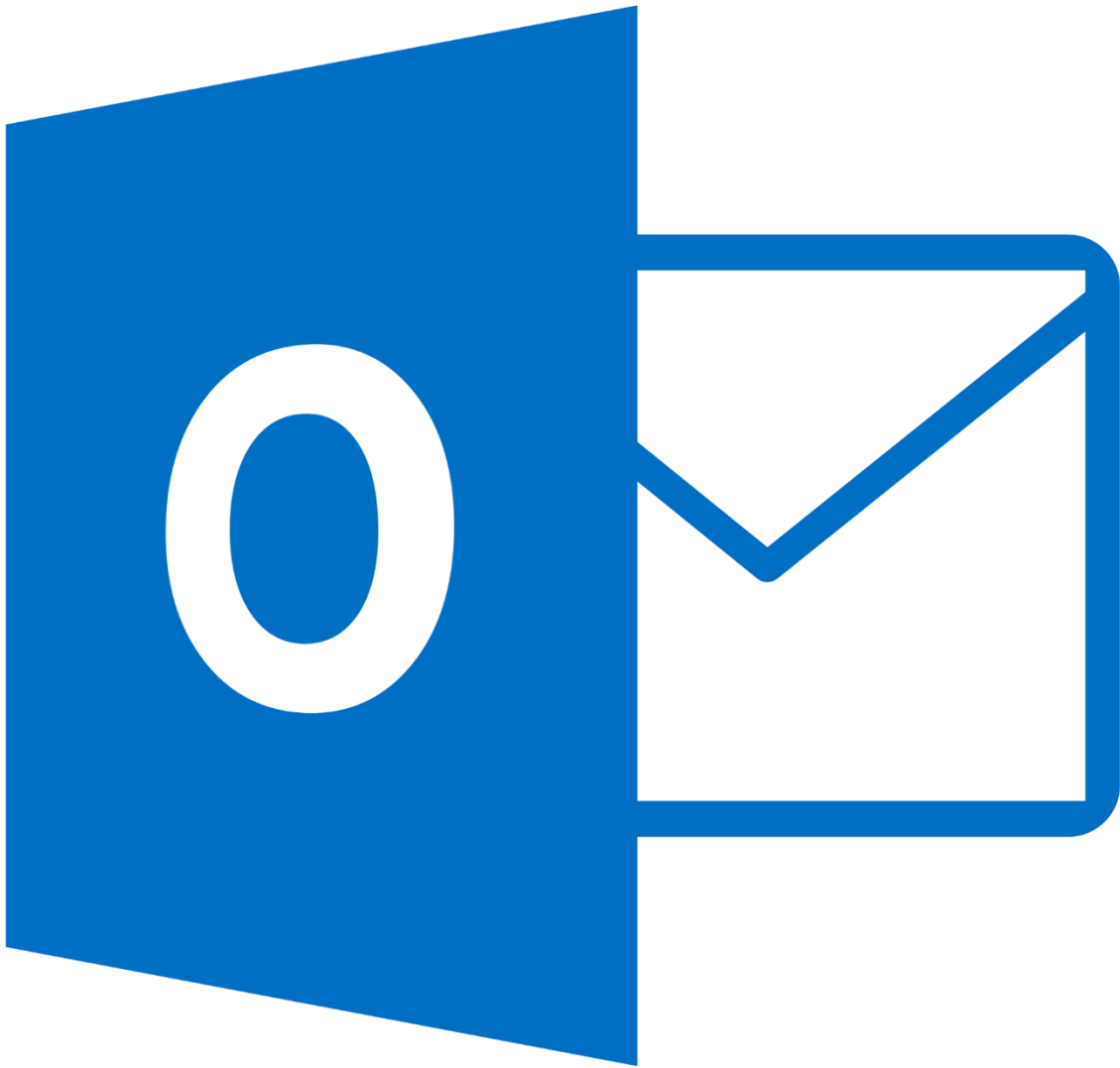


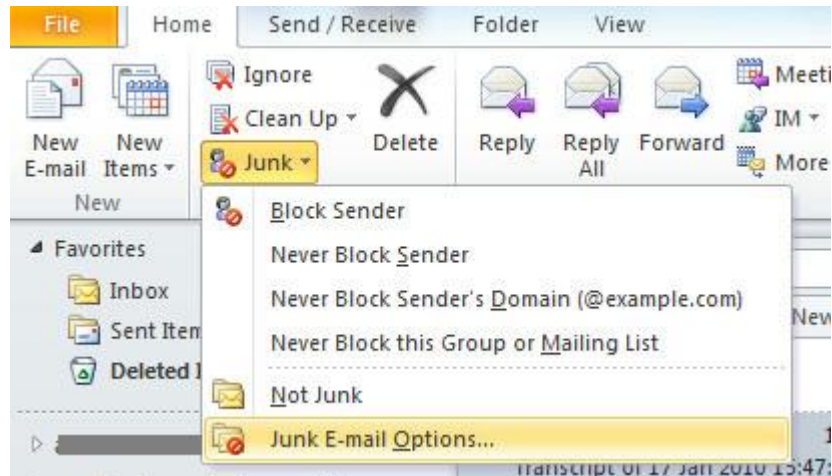
Junk E-mail Options



## Junk E-mail Options

## 1. Configure Safe Senders list

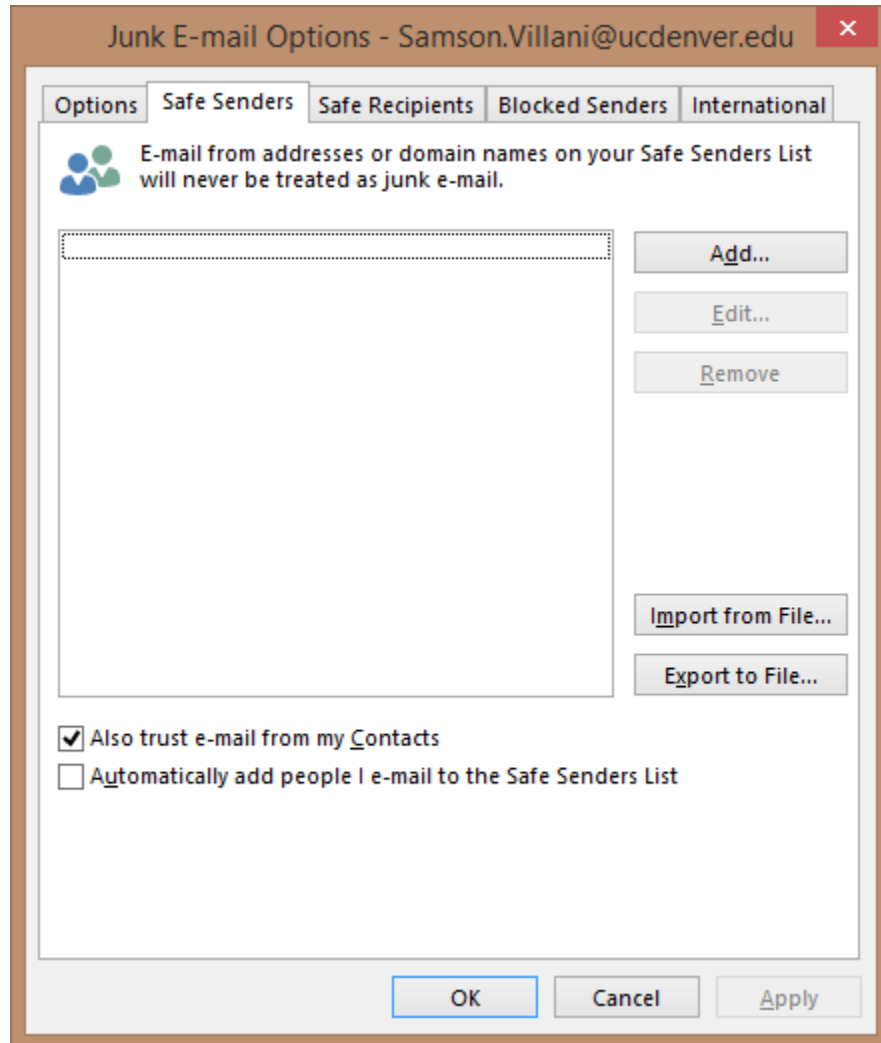
Step 1. Click the **Junk** drop down box under the *Home* tab and then choose **Junk Email Options**.



If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: <http://4help.oit.ucdenver.edu>

## Junk E-mail Options

Step 2. On the Junk Email Options window, navigate to the **Safe Sender** tab and click on the **Add** button

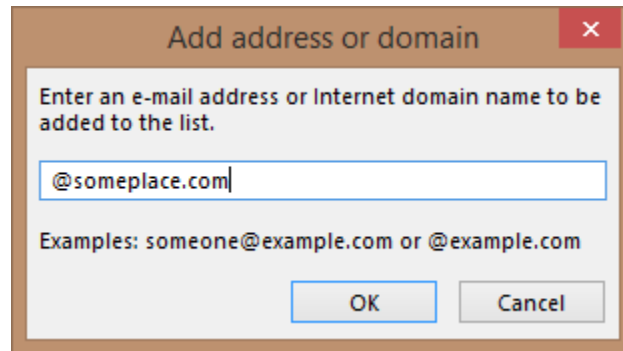


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## Junk E-mail Options

Step 3. In the **Add address or domain** window, enter the name or address you want added, and then click OK.

- Can be a specific email address, such as [someone@ucdenver.edu](mailto:someone@ucdenver.edu)
- Can be an Internet domain, such as @example.com, or example.com



Step 4. Repeat steps 2 and 3 for each name or address you want to add.

## 2. Configure Blocked Senders list

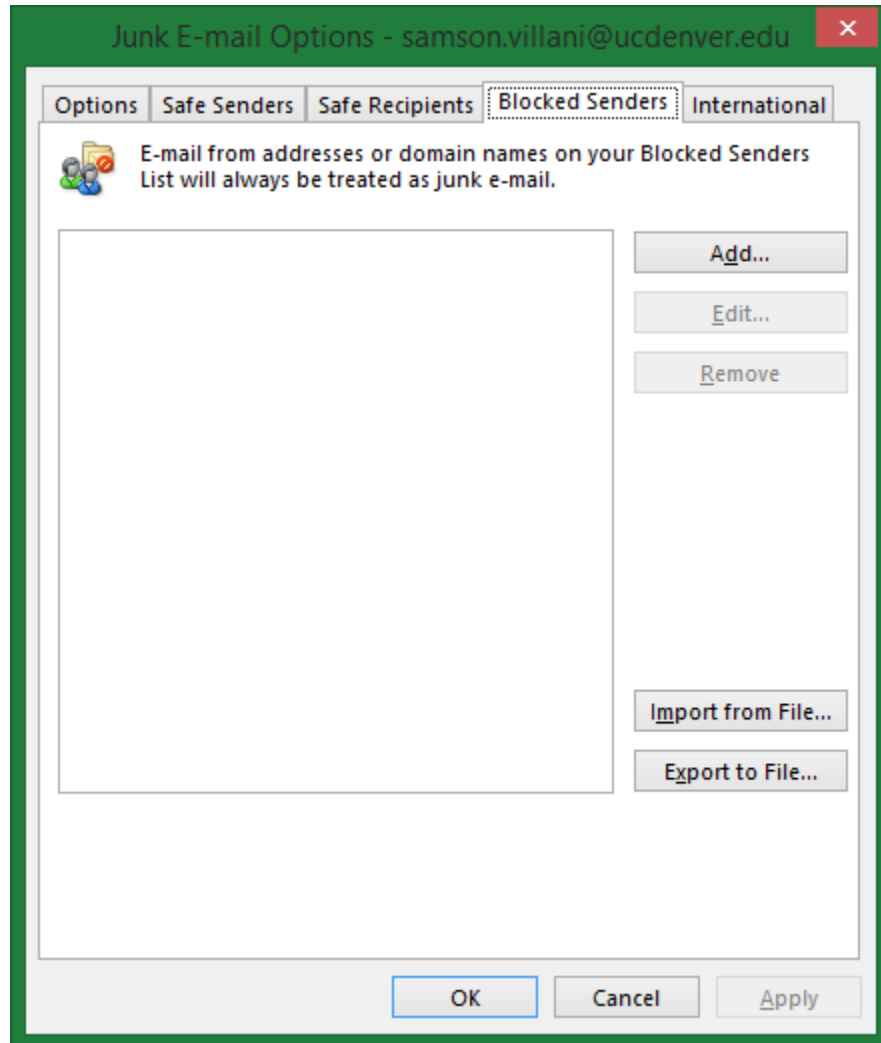
Step 1. Click the **Junk** drop down box under the *Home* tab and then choose **Junk Email Options**.



If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: <http://4help.oit.ucdenver.edu>

## Junk E-mail Options

Step 2. On the Junk Email Options window, navigate to the **Blocked Senders** tab and click on the **Add** button

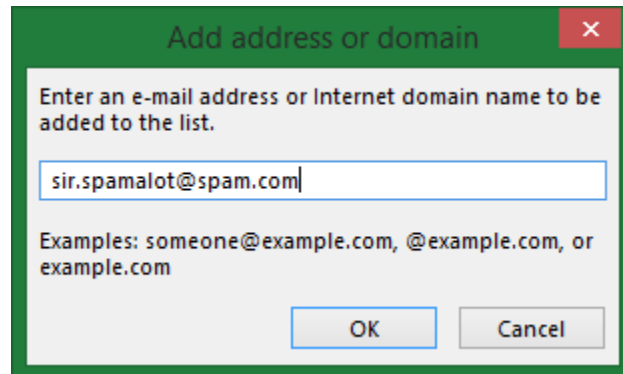


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## Junk E-mail Options

Step 3. In the **Add address or domain** window, enter the name or address you want added, and then click OK.

- Can be a specific email address, such as [someone@ucdenver.edu](mailto:someone@ucdenver.edu)
- Can be an Internet domain, such as @example.com, or example.com



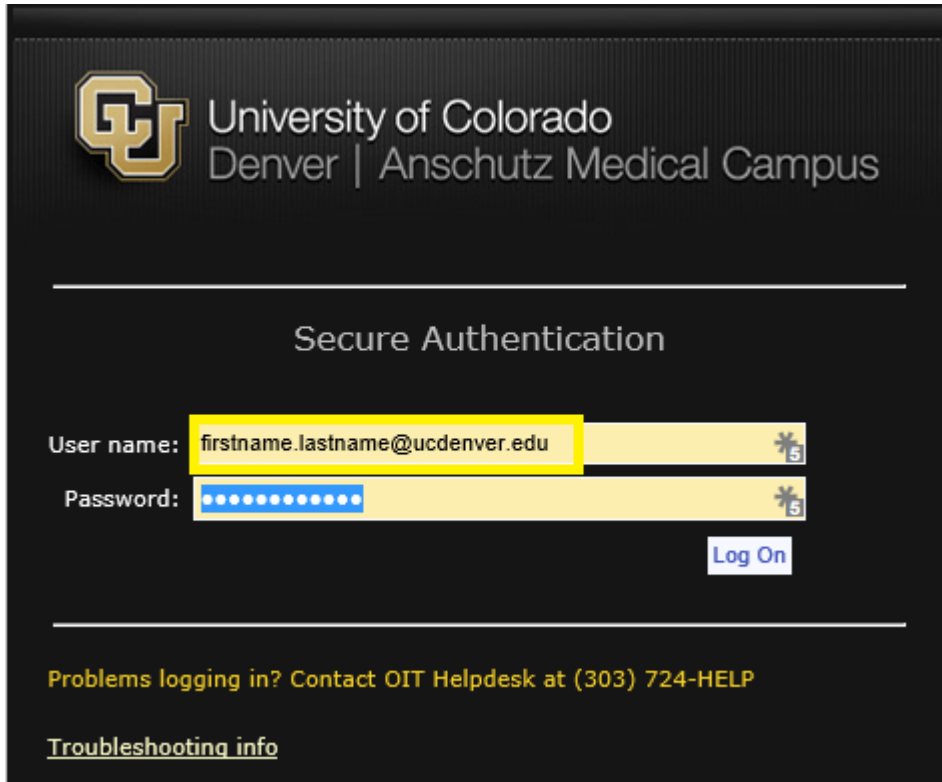
Step 4. Repeat steps 2 and 3 for each name or address you want to add.

If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: <http://4help.oit.ucdenver.edu>

## Junk E-mail Options

### 3. Turn off Automatic filtering

Step 1. Login at <http://myemail.ucdenver.edu>.

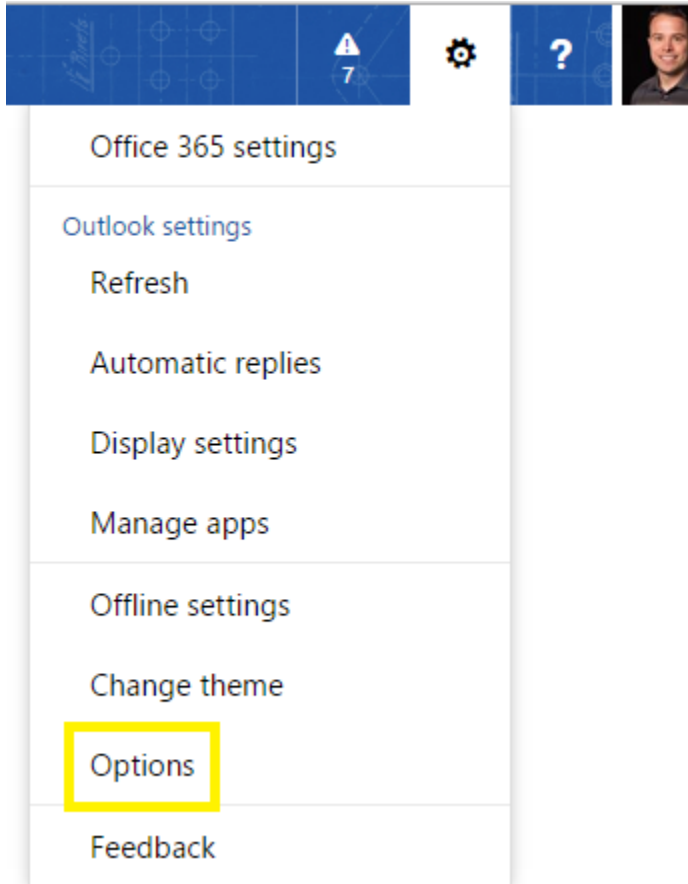


The screenshot shows a login page for the University of Colorado Denver | Anschutz Medical Campus. The page has a dark background with the university logo and name at the top. Below the logo, the text "Secure Authentication" is centered. There are two input fields: "User name:" with the placeholder text "firstname.lastname@ucdenver.edu" and "Password:" with a masked password represented by blue dots. Both fields have a yellow highlight. To the right of each field is a small icon of a person with a star and the number 5. Below the password field is a "Log On" button. At the bottom of the page, there is a link for "Problems logging in? Contact OIT Helpdesk at (303) 724-HELP" and a link for "Troubleshooting info".

If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: <http://4help.oit.ucdenver.edu>

## Junk E-mail Options

Step 2. Click the gear icon in the top-right corner of the browser window and select **Options** from the menu.

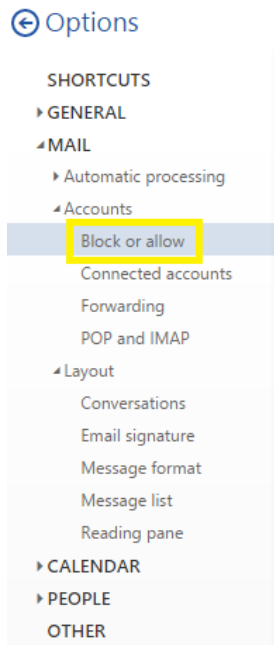


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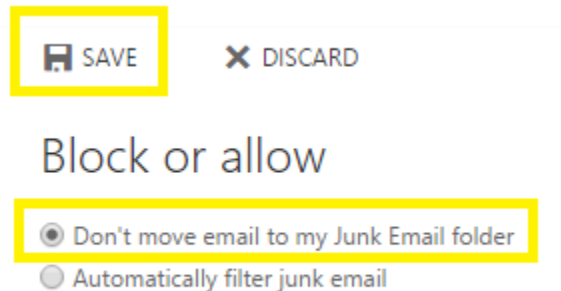


## Junk E-mail Options

Step 3. Under **Accounts** select the **Block or allow** option.



Step 4. Choose the option **Don't move email to my Junk Email folder** and then click the **Save** button.



### Related Documents or URL's

<http://office.microsoft.com/en-us/outlook-help/add-names-to-the-junk-email-filter-lists-HA010355043.aspx>

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