1. Configure Safe Senders list

Step 1. Click the **Junk** drop down box under the **Home** tab and then choose **Junk Email Options**.
Step 2. On the Junk Email Options window, navigate to the **Safe Sender** tab and click on the **Add** button.

![Junk E-mail Options - Samson.Villani@ucdenver.edu](image)

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](http://4help.oit.ucdenver.edu)
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**
- Can be an Internet domain, such as **@example.com**, or **example.com**

![Add address or domain window](image)

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**.

![Junk options](image)

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Step 2. On the Junk Email Options window, navigate to the **Blocked Senders** tab and click on the **Add** button.
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`
- Can be an Internet domain, such as `@example.com`, or `example.com`

![Add address or domain window](image)

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

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

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


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