





## Block or Allow Settings














Use the **Block or Allow** option to help control unwanted and unsolicited messages by creating and managing lists of e-mail addresses and domains that you trust and those you don't.

- Go to your **Webmail** through **My Siena**.
- Click the **Options** button in the upper right corner of the **Outlook** window. This is the highlighted button shown in the illustration at the right.
- In the list, select **Options**.
- The **Options** window will display.
- Click the **Accounts** link on the left side of the window.
- In the list that appears, click the **Block or Allow** link.
- The **Block or Allow** window will display.

A screenshot of the 'Block or allow' settings window. At the top, there are 'Save' and 'Discard' buttons. The title is 'Block or allow'. Below the title are two radio buttons: 'Don't move email to my Junk Email folder' (unselected) and 'Automatically filter junk email' (selected). The next section is 'Safe Senders and Recipients' with the instruction 'Don't move email from these senders or domains to my Junk Email folder.' Below this are edit and delete icons, a search box containing 'Enter a sender or domain here', and a list of email addresses: 'dblohm@sienaheights.edu', 'payments@amazon.com' (highlighted in blue), 'wex@psysmtp.com', and 'whouse@admin.sienahts.edu'. A plus sign is to the right of the list. Below the list is a checked checkbox 'Trust email from my contacts'. The final section is 'Blocked Senders' with the instruction 'Move email from these senders or domains to my Junk Email folder.' Below this are edit and delete icons and a search box containing 'Enter a sender or domain here', with a plus sign to the right.

- To add a name to the **Safe Senders and Recipients** or **Blocked Senders** list, click the **Add** button (plus sign) to the left of the **Enter a Sender** box.

-  To make changes to the **Safe Senders and Recipients** or **Blocked Senders** lists, click the **Edit** button (pencil shape) at the top of each list.
-  To remove names and/or e-mail addresses from the **Safe Senders and Recipients** or **Blocked Senders** lists, click the **Remove** button (trash can shape) at the top of each list.
-  Once all the changes have been made, click the **Save** button.
-  The table below explains the options that are available in this window.

Setting	Description
<b>Don't move e-mail to my Junk E-Mail folder</b>	<ul style="list-style-type: none"> <li> This option button should be selected if you want to turn off junk e-mail filtering.</li> <li> If this option is selected, the other options on this tab are not available.</li> <li> Selecting this doesn't turn off the junk e-mail filtering that's been set by the administrator of the account.</li> </ul>
<b>Automatically filter junk e-mail</b>	<ul style="list-style-type: none"> <li> This option should be chosen if junk e-mail filtering is to be used.</li> <li> This is in addition to the junk e-mail filtering that's been set by the e-mail administrator.</li> </ul>
<b>Safe Senders and Recipients</b>	<ul style="list-style-type: none"> <li> This list should contain senders you trust and recipients that you don't want to block.</li> <li> E-mail from these senders or to these recipients will never be treated as junk e-mail.</li> <li> Safe recipients include groups that you're a member of and from which you want to receive e-mail messages.</li> <li> Individual e-mail addresses can be added to the Safe Senders and Recipients list. <ul style="list-style-type: none"> <li>✦ A recipient is the intended destination of a message.</li> <li>✦ A recipient can be a specific person or a group.</li> </ul> </li> </ul>
<b>Trust e-mail from my contacts</b>	<ul style="list-style-type: none"> <li> If this check box is selected, e-mail from any address in your Contacts will be treated as safe.</li> </ul>
<b>Blocked Senders</b>	<ul style="list-style-type: none"> <li> Blocked senders are domains and people you don't want to receive e-mail messages from.</li> <li> Messages received from any e-mail address or domain in your Blocked Senders list are sent directly to your Junk E-Mail folder.</li> </ul>
<b>Don't trust e-mail unless it comes from someone in my Safe Senders and Recipients list or local senders</b>	<ul style="list-style-type: none"> <li> In addition to Safe Senders and Recipients and Blocked Senders, this setting can be used to treat all e-mail as junk unless it comes from someone included in your Safe Senders and Recipients list or from senders in your shared address list.</li> </ul>