

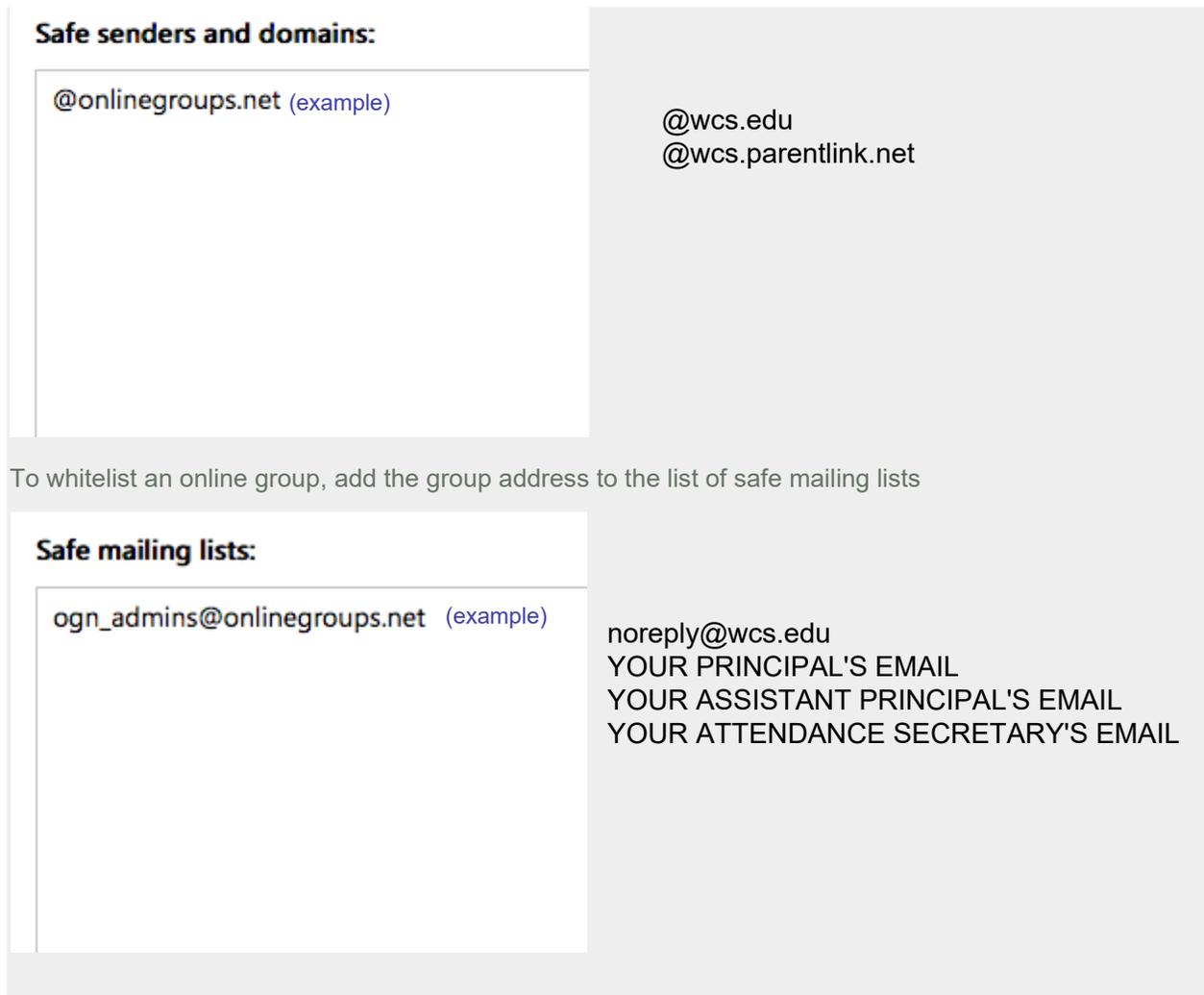
How to whitelist an email address with Outlook

Add the **email address** that is sending you email (eg support@onlinegroups.net) to your Outlook.com Contacts. Outlook.com will usually deliver email from addresses that are in your Contacts.

Add the address to your safe senders

1. Click the cog icon in the top-right corner and then **More mail settings**
2. Select **Safe and blocked senders** and then **Safe senders**
3. Add add the **domain** of the email you want to whitelist to the list of **Safe senders**
4. Return to **Safe and blocked senders** and then select **Safe mailing lists**
5. Add the **email address** of the group you want to whitelist to the list of **Safe mailing lists**

To whitelist all email from a domain, add the domain to the list of safe senders



The screenshot shows two sections of Outlook settings. The top section, titled "Safe senders and domains:", contains a text input field with "@onlinegroups.net (example)" and a list of domains: "@wcs.edu" and "@wcs.parentlink.net". The bottom section, titled "Safe mailing lists:", contains a text input field with "ogn_admins@onlinegroups.net (example)" and a list of email addresses: "noreply@wcs.edu", "YOUR PRINCIPAL'S EMAIL", "YOUR ASSISTANT PRINCIPAL'S EMAIL", and "YOUR ATTENDANCE SECRETARY'S EMAIL".

Safe senders and domains:

@onlinegroups.net (example)

@wcs.edu
@wcs.parentlink.net

To whitelist an online group, add the group address to the list of safe mailing lists

Safe mailing lists:

ogn_admins@onlinegroups.net (example)

noreply@wcs.edu
YOUR PRINCIPAL'S EMAIL
YOUR ASSISTANT PRINCIPAL'S EMAIL
YOUR ATTENDANCE SECRETARY'S EMAIL