

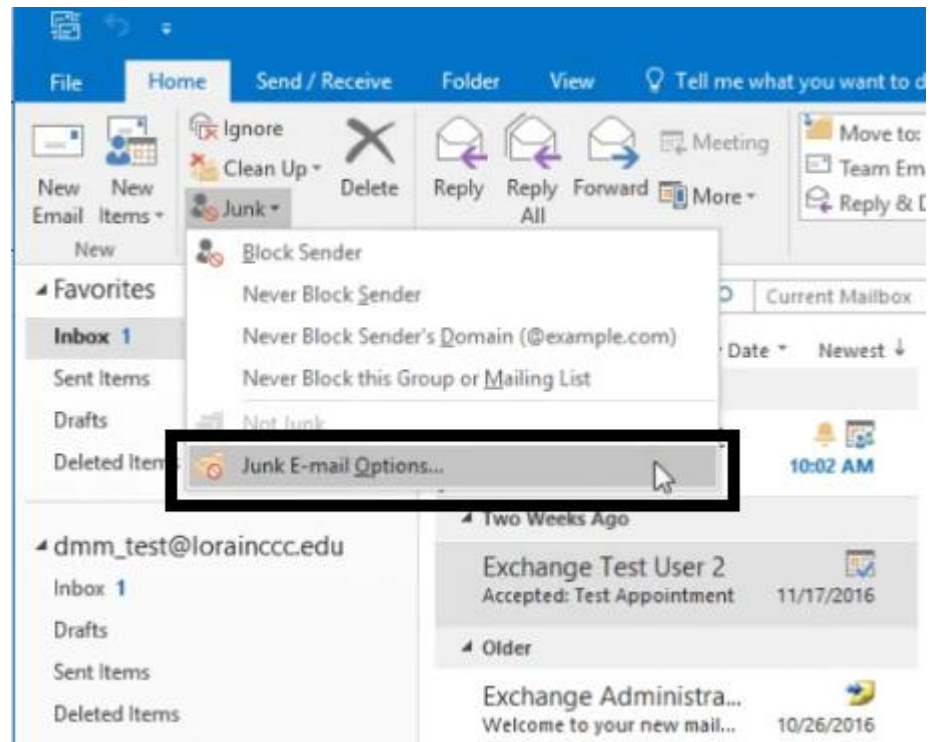
## Setting Up Whitelist or Blacklist for Outlook 2010-2016

Detailed Step-by-Step Instructions:

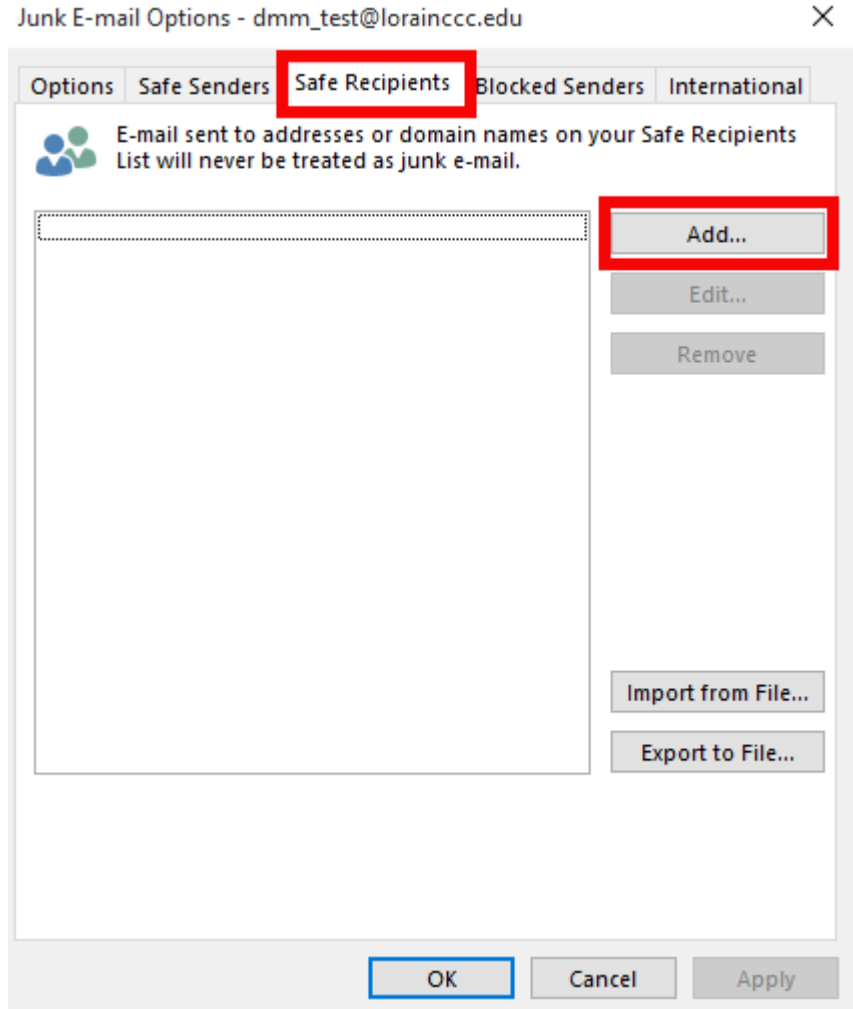
Click the **Home** tab



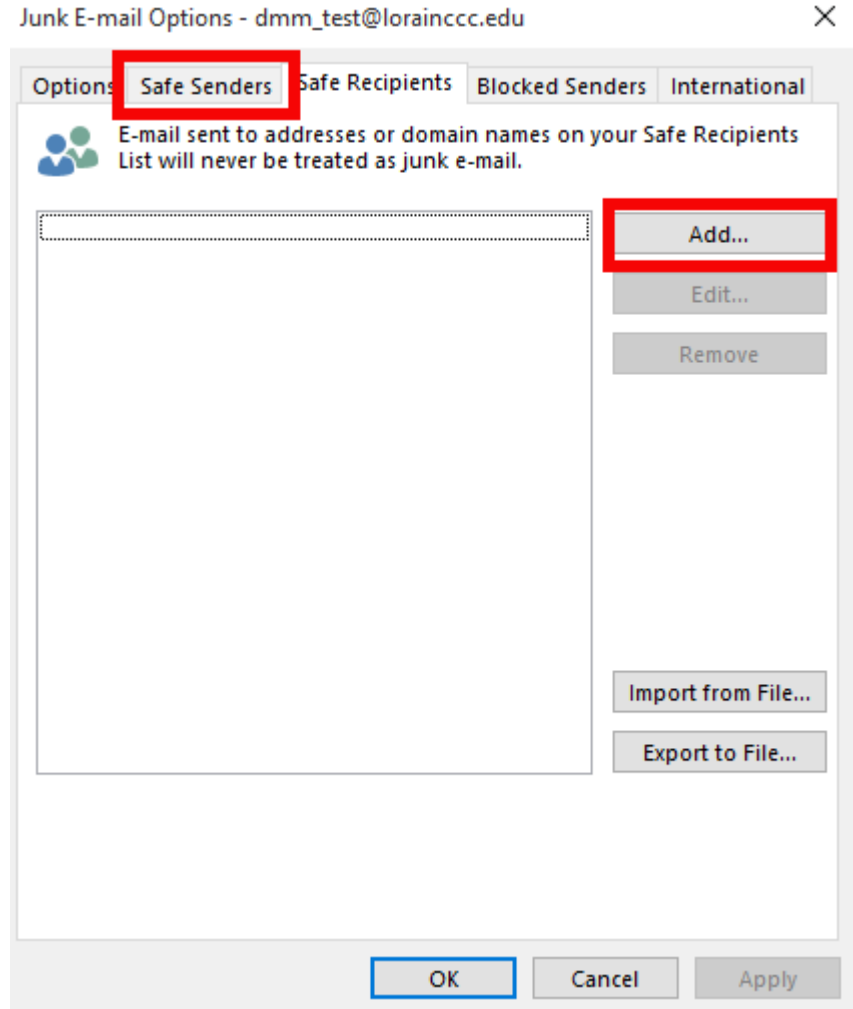
- In the home tab, click the **Junk** drop down menu
- Then click **Junk Email Options**



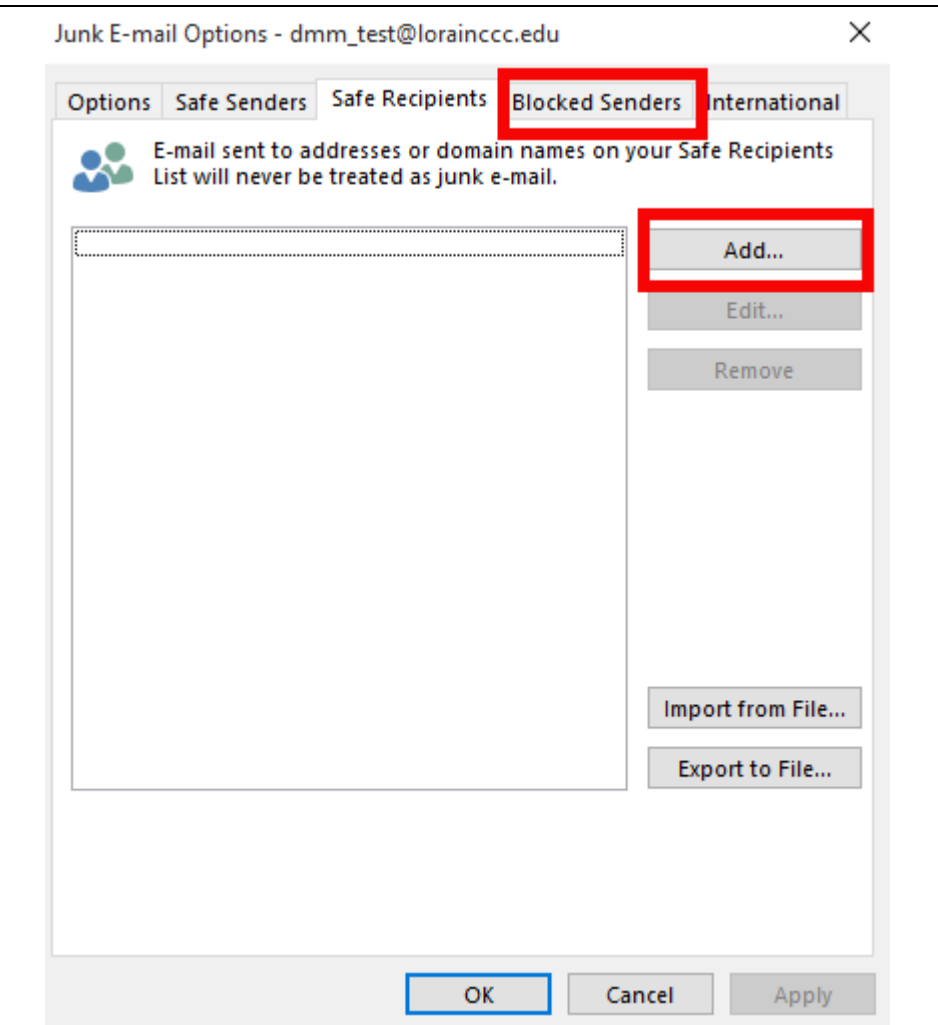
- Navigate to the **Safe Recipients** tab
- Click the **Add** button
- Type in the email address or domain you want to whitelist, then click okay



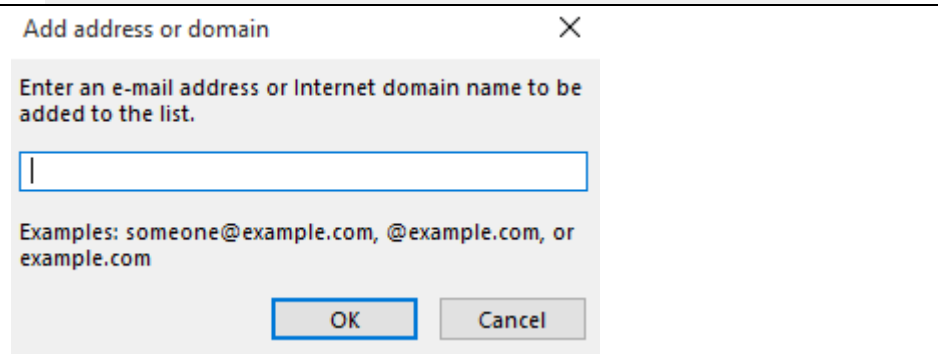
- Navigate to the **Safe Senders** tab
- Click the **Add** button
- Type in the email address or domain you want to whitelist, then click okay



- Navigate to the **Block Senders** tab
- Click the **Add** button



Type in the email address or domain you want to whitelist or blacklist, then click okay





*Lorain County  
Community College*