

Manage Blocked or Allowed Senders (OWA)

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Blocked or Allowed Senders | Outlook Web App

Blocked or Allowed Senders refers to lists in Outlook:

- a) Blocked senders and domains
- b) Allowed senders and domains

that allow you to block unwanted senders, or allow senders through that are being actively blocked by the [Microsoft Quarantine Filter](#)

Option One - Blocked or Allowed Senders

Step 1: Log into the Outlook Web Application (OWA)

- <https://www.uccs.edu> Tools [Office 365 email](#)

Sign in with your UCCS email address and password

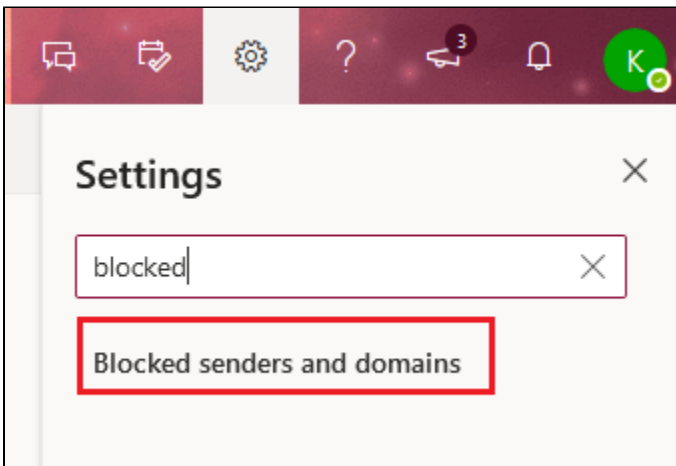
Step 2: Click the Settings icon

- Located in the top-right corner of the screen



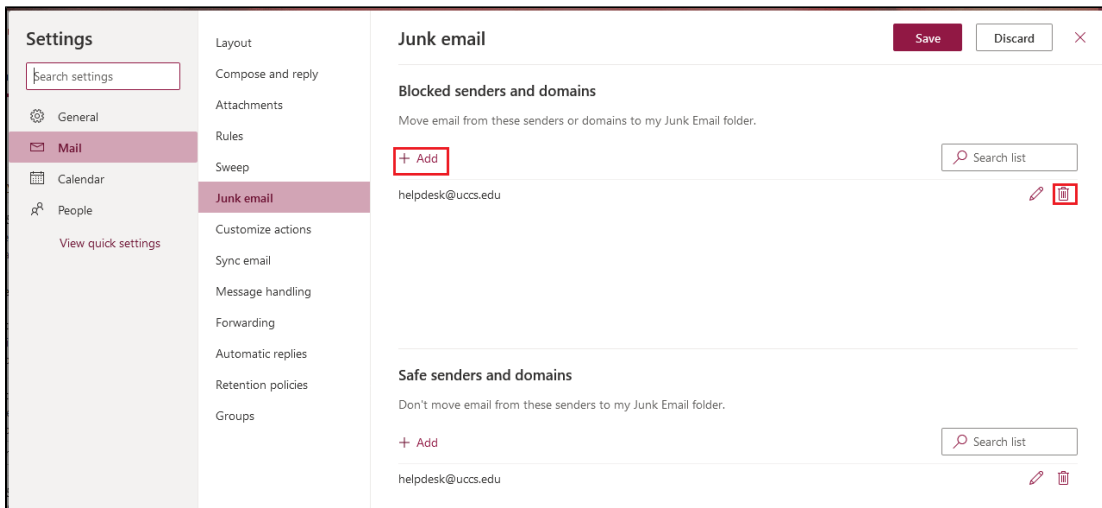
Step 3: Type Blocked senders and domains in the search bar

- Select the option for **Blocked safe senders and domains**



Step 4: Manage the Block or Allow list

- Use the + **Add** and delete (**trash can** icon) under each respective section to add or remove email addresses to either the **Blocked senders and domains** or **Safe senders and domains** lists:



- Addresses under the **Blocked senders and domains** list will bypass your inbox and quarantine filter. Use this for **unwanted, spam, or phishing messages**
- Addresses under the **Safe senders and domains** list will bypass the quarantine filter and will be **delivered directly into your inbox**. Use this if you **suspect the quarantine filter is quarantining genuine messages**
 - See [Releasing Quarantined Email: Quarantine Portal](#) to check for live up-to-date results in the quarantine portal to confirm

Option Two - Mark as Junk or Not Junk

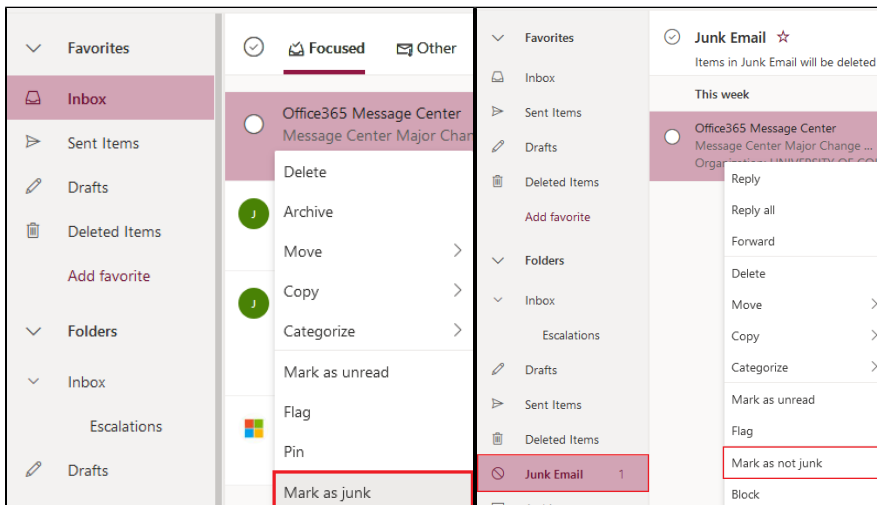
Step 1: Log into the Outlook Web Application (OWA)

- <https://www.uccs.edu> Tools Office 365 email

Sign in with your UCCS email address and password

Step 2: Right-click the Junk email

When you right-click on the message you would like to mark as **junk**, a menu will come up with various options. Select **Mark as junk** or **Mark as Not junk**.



Step 3 (Optional): View Safe or Blocked Sender

You may go back to the **Blocked safe senders and domains** settings to see that the sender has been added to the **Blocked Senders** list.

Settings

Search settings

- General
- Mail**
- Calendar
- People
- View quick settings

- Layout
- Compose and reply
- Attachments
- Rules
- Sweep
- Junk email**
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Retention policies
- Groups

Junk email Save Discard X

Blocked senders and domains

Move email from these senders or domains to my Junk Email folder.

+ Add Search list

This list is empty.

Safe senders and domains

Don't move email from these senders to my Junk Email folder.

+ Add Search list

This list is empty.