Microsoft Outlook Safe Senders

How to add BPCC faculty, staff, and employee email addresses to your Microsoft Outlook Safe Senders List. This will help keep BPCC email from being routed to your Junk Email or Spam Email folders.

Start **Microsoft Outlook**.

Click on the **Actions** tab on the top menu.

Under the **Actions** tab, click on **Junk E-mail** on the drop-down menu, then click on **Junk E-mail Options**.
The **Junk E-Mail Options** dialog box will open. Click on the **Safe Senders** tab at the top, then click **Add**.

Type @bpcc.edu in the *Add address or domain* dialog box, then click **OK**.
To add BPCC Student email addresses, repeat the process by clicking **Add** again and entering *@student.bpcc.edu* and clicking **OK**.
This will allow all emails from bpcc.edu and student.bpcc.edu to go straight to your Inbox. You may add more domains or specific email address by clicking Add and repeating the process. When you are finished, click OK at the bottom of the Junk E-mail Options dialog box.