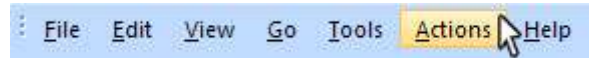


Microsoft Outlook Safe Senders

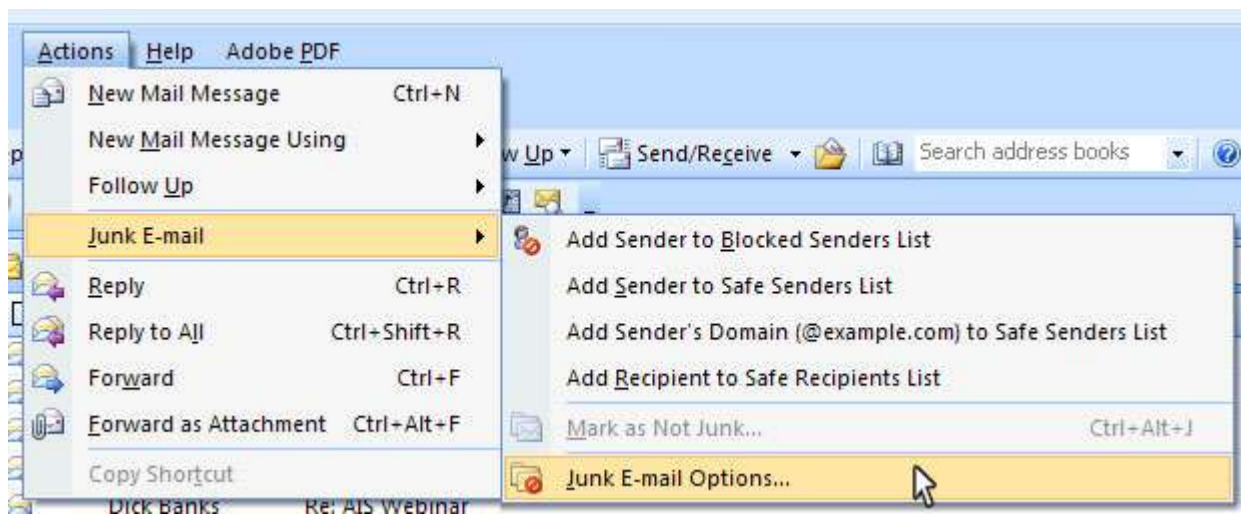
How to add BPCC faculty, staff, and employee email addresses to your Microsoft Outlook Safe Senders List. This will help keep BPCC email from being routed to your Junk Email or Spam Email folders.

Start **Microsoft Outlook**.

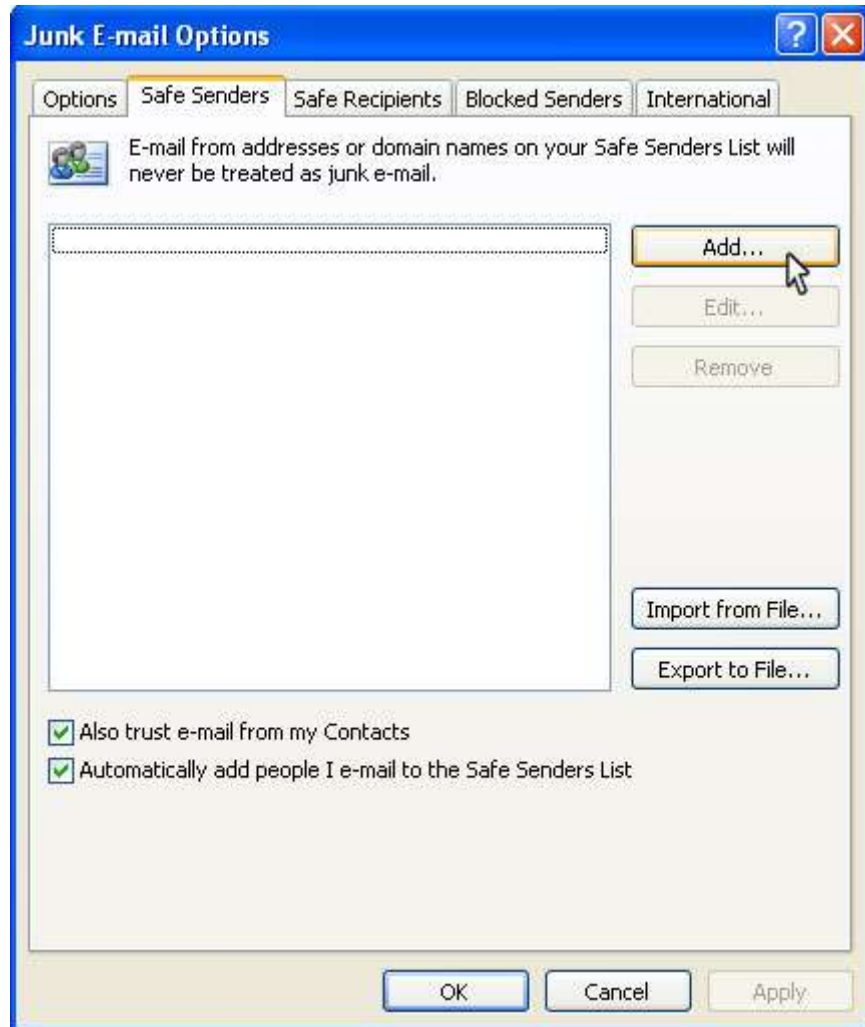
Click on the **Actions** tab on the top menu.



Under the **Actions** tab, click on **Junk E-mail** on the drop-down menu, then click on **Junk E-mail Options**.



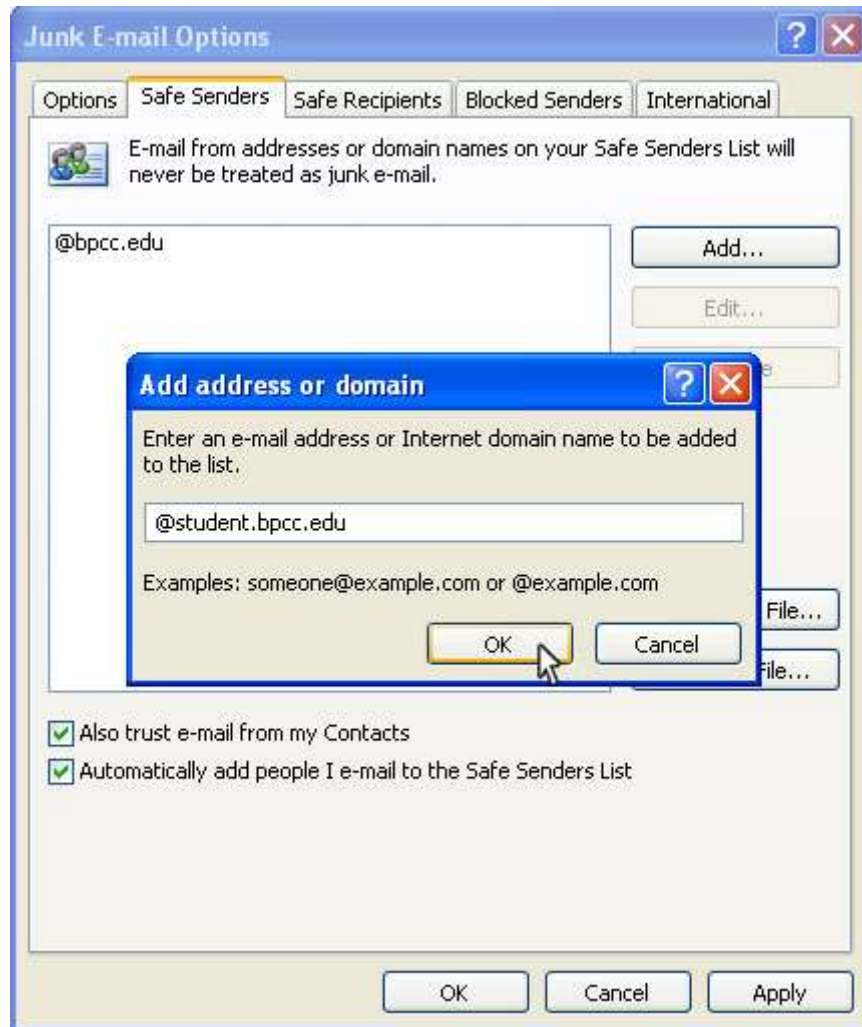
The **Junk E-Mail Options** dialog box will open. Click on the **Safe Senders** tab at the top, then click **Add**.



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.

