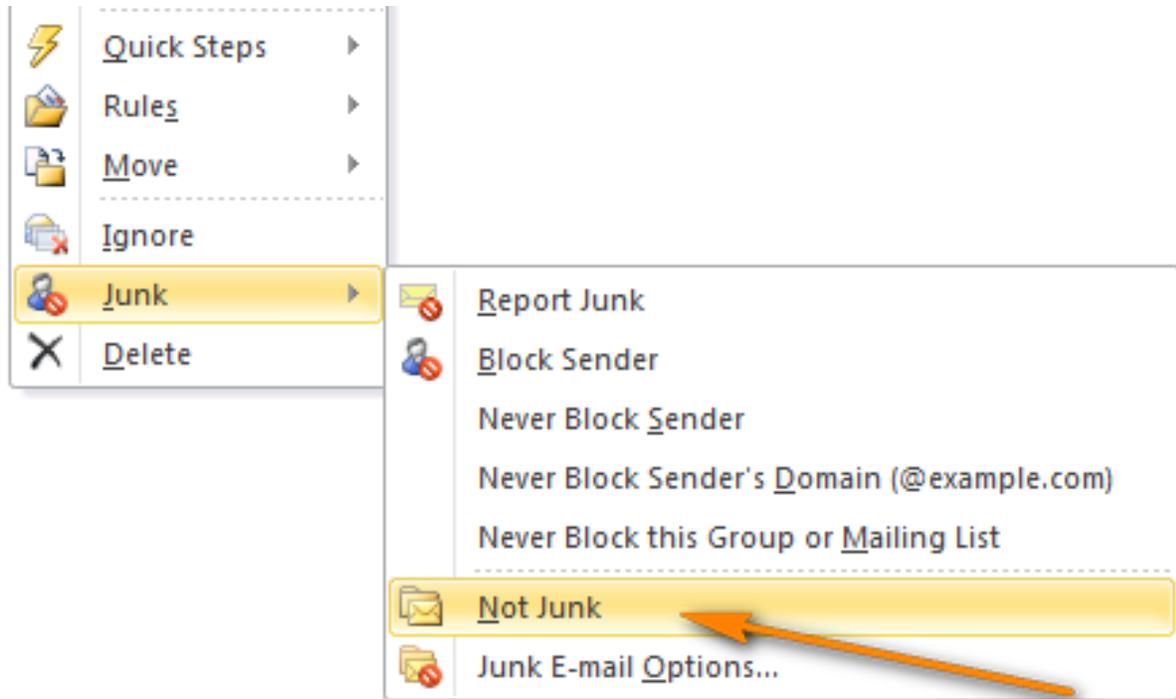


**Keep messages from specific people or domains from going into your Junk folder**

**Method 1:**

Find the email in your junk folder and right click on the email. A dropdown will appear and select "JUNK" near the bottom. Then select "Not Junk". This will move the email to your Inbox and move future emails from that sender/domain into your Inbox folder



**Method 2:**

Go to <https://outlook.live.com/owa/> and sign in (top right corner)

Sign with your work email and password



## Sign in

Email, phone, or Skype

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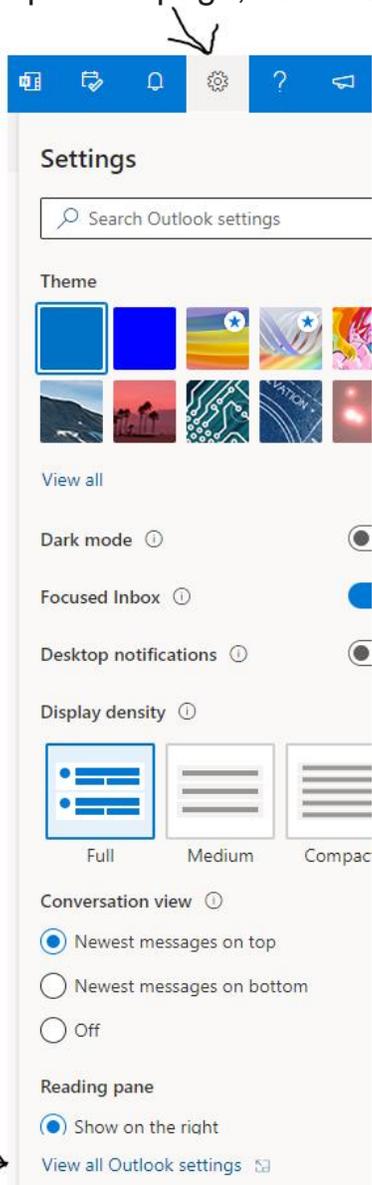
No account? [Create one!](#)

[Sign in with a security key](#) ⓘ

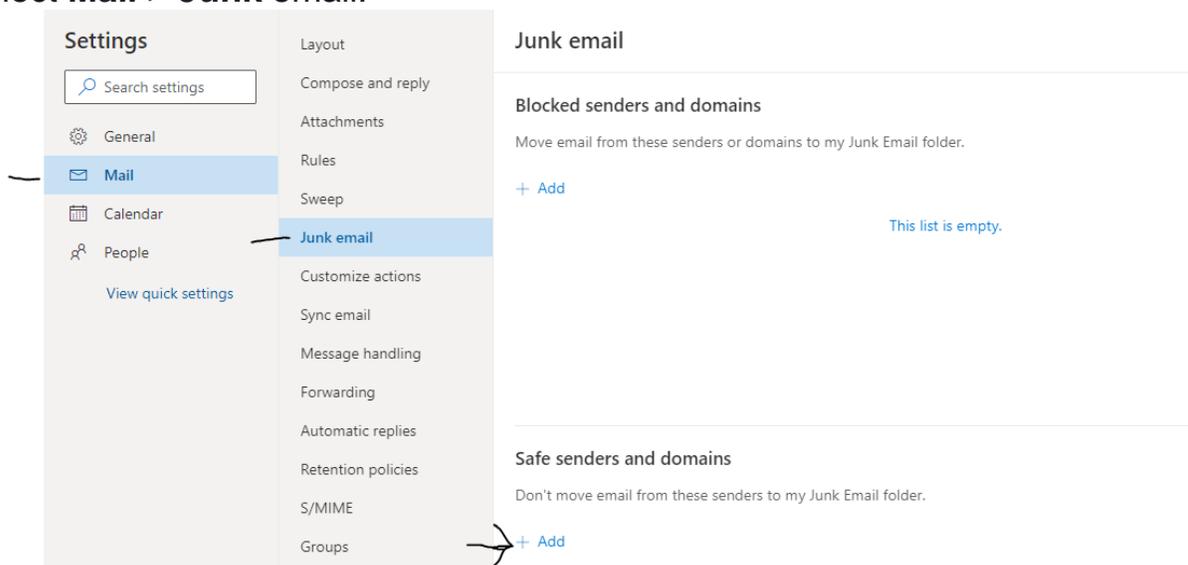
[Sign-in options](#)

Next

1. At the top of the page, select Settings. > View all **Outlook** settings.



## 2. Select **Mail > Junk email**.



3. Under **Safe senders**, **enter** the email address or domain you want to add, and select **Add**.
4. Select **Save**.