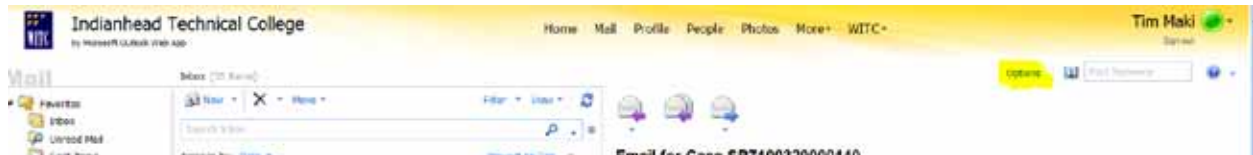


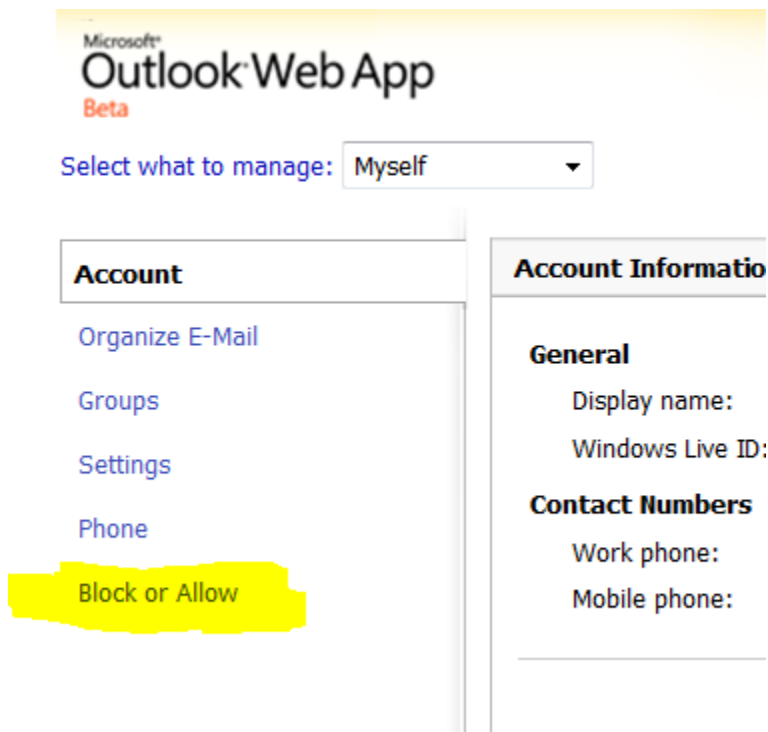
## Adding WITC.EDU domain to the Outlook Live safe list

The WITC.edu domain should be added to the Outlook Live safe list to make sure that all email sent by Witc faculty and staff is delivered to the inbox and not the junk email folder. The instructions below describe the steps for adding Witc.edu to the safe list. This process can be followed to add other domains if needed.

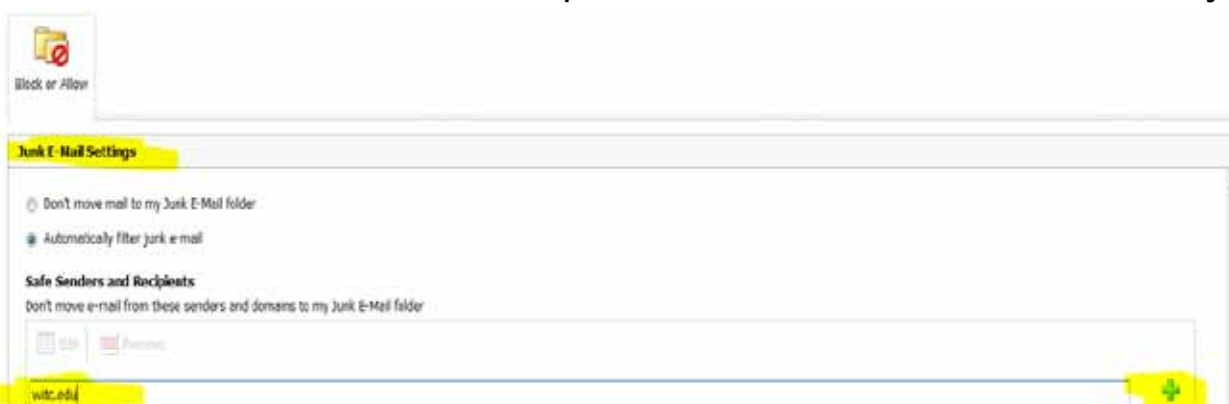
Click on Options in the right hand corner



Click on Block or Allow



Enter witc.edu in the Safe Senders and Recipients window and click on the + to add the entry.



After clicking on the +, the entry will be added to the safe senders list. Click on the Save in the right corner to save the list. All emails received from the witc.edu domain will not be filtered and will be delivered directly to the inbox.

