Add recipients of my email messages to the Safe Senders List

Outlook 365 · https://cleversupport.ca/docs/outlook-365/add-recipients-of-my-email-messages-to-the-safe-senders-list/

Email addresses and domain names in the Safe Senders List are never treated as junk email, regardless of the content of the message. You can add your Contacts and other correspondents to the Safe Senders list to confirm you'll always receive their messages in your inbox.

By default, email addresses in your Outlook contacts are considered safe senders by the Junk Email Filter, but you can change this setting. Email messages from safe senders are never moved to the **Junk E-mail** folder.

Notes:

- If you use a Microsoft Exchange Server account, mailboxes in the Global Address List (GAL) are also considered safe senders. This does not apply to Contacts and MailUsers in the GAL.
- When you send a message to a person or organization that isn’t an Outlook contact, the recipient email address isn’t added to the **Safe Senders List**. This means that when the recipient replies to your message, the reply message might be moved to the **Junk E-Mail** folder.

To add people to your **Safe Senders List**, do the following:

1. On the **Home** tab, click **Junk**, and then click **Junk E-mail Options**.
2. On the **Safe Senders** tab, check the **Automatically add people I e-mail to the Safe Senders List** box.