Configure Safe Senders in Outlook 2007

1. On the **Tools** menu, click **Options** to open the Options dialog box.
2. On the **Preferences** tab, under **E-mail**, click **Junk E-mail** to open the **Junk E-mail Options** dialog box.
3. Click the **Safe Senders** tab.
4. Click **Add**.
5. In the **Enter an e-mail address or Internet domain name to be added to the list** box, enter '@voicemail.arizona.edu'.
6. Click **OK**.

- If you want all of your **Contacts** to be considered safe senders, select the **Also trust e-mail from my Contacts** check box in the Safe Senders tab. For more information, see **Include my Contacts as Safe Senders**.
- Some people whom you correspond with may not be listed in your Contacts. If you want all such people to be considered as safe senders, select the **Automatically add people I e-mail to the Safe Senders List** check box. For more information, see **Add people I e-mail to the Safe Senders List**.
- If **Block Automatic Picture Download** is turned on (the default setting), messages from or to e-mail addresses or domain names that are in the Safe Senders List and the Safe Recipients List will be treated as exceptions, and external content (such as pictures) will
not be blocked. An exception is made when the Permit downloads in e-mail messages from senders and to recipients defined in the Safe Senders and Safe Recipients Lists used by the Junk E-mail filter check box in the Automatic Picture Download Settings dialog box is cleared.

- If you have existing lists of safe names and addresses, you can move that information into Outlook. For more information, see Import e-mail addresses into the Junk E-mail Filter Lists.

- To quickly add a sender, domain name, or mailing list name to the Safe Senders List, right-click a message from a source that you consider safe. On the shortcut menu that pops up, point to Junk E-mail, and then click Add Sender to Safe Senders List or Add Sender's Domain (@example.com) to Safe Senders List. It is worthwhile to periodically review messages moved to the Junk E-mail folder for any that may have been mistakenly classified as junk. You can recover messages you want and add those senders to your Safe Senders list.

- To remove a name from the Safe Senders List, on the Safe Senders tab of the Junk E-mail Options dialog box, click the name that you want to remove, and then click Remove.

- To change a name in the Safe Senders List, on the Safe Senders tab, click the name that you want to change, and then click Edit.

- If you are using a Microsoft Exchange account, all of the names and e-mail addresses that are in your organization's address book (also known as the Global Address List) are automatically considered safe. (Microsoft Exchange is much more common in business e-mail systems and rarely used in home or personal accounts.)