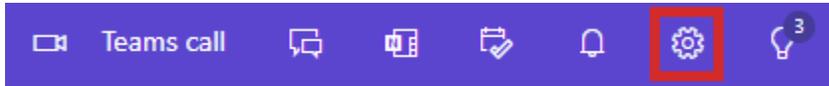




To add an address or domain to your Safe Senders list, please follow the instructions below:

- Open a web browser and go to: **outlook.com/berea.edu**
- Login using your Berea College credentials and respond to the Duo authentication.
- Once you are logged in, select the gear icon at the top right corner of the screen to open Settings.



- Navigate to the **Mail** tab and choose **Junk email**.
- From the “Safe senders and domains” section, click **Add**.
- Type the email address or domain you want to add and press the <ENTER> key. Click Save.

Settings

Search settings

- General
- Mail**
- Calendar
- People

Layout

- Compose and reply
- Attachments
- Rules
- Sweep
- Junk email**
- Quick steps
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Retention policies
- S/MIME
- Groups

Junk email

Blocked senders and domains

Move email from these senders or domains to my Junk Email folder.

+ Add

This list is empty.

Safe senders and domains

Don't move email from these senders to my Junk Email folder.

+ Add

- desmail@boud.com
- mol.fish@bms@verizonwireless.com
- ordpns@townline.com
- studentsupport@scholarshipamerica.org

Save Discard

Berea College IT Help Desk

Phone: (859) 985-3343 or 3343 from any campus phone

Email: help_desk@berea.edu

Website: <https://www.berea.edu/information-technology>
[Helpdesk Appointment System](#)