Junk Mail

Office 365 has some powerful features to filter out SPAM from your email account. The algorithm used to identify SPAM will sometimes catch legitimate email or miss mail that you don't want to receive. You can change the behavior of the Junk Mail filter by adding addresses to your Safe Senders or Blocked Senders lists. Here are some instructions on modifying these lists:

**OWA**

- Login to Office 365 through the MyFurman (my.furman.edu) by clicking the Email button on the top of the page.
- Click on the gear icon in the upper right corner of the page.
- Choose Options from the drop-down menu
- Click Block or Allow from the menu of options on the left pane.
- Select the option to **Automatically filter junk email**.
- Check box **Trust email from my contacts** to allow email from any of your contacts to go directly to your Inbox and not get filtered to Junk Mail
- To add/remove to **Safe Senders** list
  - Enter an email address, john.doe@furman.edu, or a domain name, furman.edu, into the blank line under the **Safe Senders** section
  - Click plus sign (+) to add to **Safe Senders** list
  - Click on an address to select it
  - Click **Remove** to remove the address from the list.
- Follow the same instructions to add/remove addresses from the **Blocked Senders** list