

# Add a name to the Junk Email list in Microsoft Outlook

Junk Email is the term used to refer to pre-prepared mail types (for content) to send to multiple addresses at the same time. In a narrow sense, it is used to refer to all kinds of useless e-mails sent from various sources, including types of abuse, advertising letters, chain letters, which have no practical meaning. types of invitations and viruses.

**TipsMake.com - Junk Email is the term used to refer to pre-prepared messages (about content) to send to multiple addresses at the same time. In a narrow sense, it is used to refer to all kinds of useless e-mails sent from various sources, including types of abuse, advertising letters, chain letters, which have no practical meaning. types of invitations and viruses.**

>>>6 simple tips to limit spam email

**Spam Mail** and **Junk Mail** are two words that have similar concepts, which can be considered near meaning if viewed from a product's perspective. In fact, these two words are commonly referred to as **Spam Mail** (like Y! Mail & Gmail .), probably from the definition of **SPAM** - Stupid Pointless Annoying Messages.

To prevent spam from interfering with the inbox, Microsoft Outlook users can create a filter using the Junk Email function. Here we will show you how to customize filters to prevent or allow senders or certain types of messages.

## Add trusted names to the Safe Senders list or Safe Recipients

By adding email addresses and domains that you **deem** reliable in the **Safe Senders** list, Outlook will never list these securely derived messages into spam. Also if you are a sender, you can add someone to the list of **Safe Recipients** .

To add a person to the **Safe Senders** list, click on any message sent from that person. On the **Home** tab, in the **Delete** group, select **Junk** and click **Never Block Sender** .

To add a specific address or domain name to the **Safe Recipients** list, click on a message from the sender. On the **Home** tab, in the **Delete** group, select **Junk** and click *Never Block the Group or Mailing List* .

To manually add names or domains to this list, follow the steps below:

1. On the **Home** tab, in the **Delete** group select **Junk** and click **Junk E-mail Options** .
2. Do one of the following:

1. **Add safe sender:** on the *Safe Senders* tab click *Add* .
2. **Add the safe recipients:** on the *Safe Recipients* tab, click *Add* .

Picture 1 of Add a name to the Junk Email list in Microsoft Outlook

3. In the '*Enter an e-mail address or Internet domain* dialog box *name to be added to the list*' enter the name or address to be added. You can:

1. Enter a specific email address, for example *info@meta.vn* .
2. A domain on the internet, such as *@ meta.vn* or *meta.vn*.

4. Click **OK** and repeat for each item you want to add.

If you want your entire **Contacts** to be considered safe senders, select *Also trust e-mail from my Contacts in the Safe Senders tab* .

Some suitable people may not be on your Contacts list, if you are sure that the person is safe, you can choose *Automatically add people to the Safe Senders List* .

If you already have a list of safe names and addresses, you can move this information into Outlook by clicking **Import from File** and browsing to the file to use. To create a file containing the current list (in case of reinstalling the machine) click **Export to File** and select the location to save.

To change a name or list, click the name and select **Edit** , or select **Remove** to remove any name.

If you are using a *Microsoft Exchange Server* account, all names and email addresses in the Organization address book, also known as **Global Address List**, will automatically be considered safe.

## **Add unwanted names to the Blocked Senders list**

Messages from the address or domain in the **Blocked Senders** list are always processed as spam. Outlook will move any messages found under *Blocked Senders List* into the **Junk E-mail** folder, regardless of its content.

Note: The **Outlook Junk Email Filter** does not prevent junk emails from being sent, instead it redirects what is suspected to be spam to the **Junk E-mail** folder. You can make Junk Email filtering more stringent or use some third-party solutions.

To add a specific sender to *Blocked Senders List* , click on that person's message. On the **Home** tab, in the **Delete** group, select **Junk** and click **Block Sender** .

To add other names to the Blocked Senders list, do the following:

1. On the **Home** tab, the **Junk > Junk E-mail Options Delete** group.
2. On the **Blocked Senders** tab, click **Add** .

Picture 2 of Add a name to the Junk Email list in Microsoft Outlook

3. In the ' *Enter an e-mail address or Internet domain box*' name to be added to the list 'enter and name or address to block, you can:

1. Enter a specific email address, for example *someone@example.com* .
2. An internet domain, such as *@ example.com* , or *example.com* .

4. Click **OK** and repeat for each item you want to add.

If you already have a list of safe names and addresses, you can move this information into Outlook by clicking **Import from File** and browsing to the file to use. To create a file containing the current list (in case of reinstalling the machine) click **Export to File** and select the location to save.

To change a name or list, click the name and select **Edit** , or select **Remove** to remove any name.

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## Block messages from specific country / region codes

You can find unwanted messages from around the world / region around the world. Fortunately, in Outlook allows users to block messages from specific regions with **Blocked Top-Level Domains List feature** .

On the **Home** tab, in the **Junk > Junk E-mail Options Delete** click group. At the **International** tab select **Blocked Top-Level Domain List** .

Picture 3 of Add a name to the Junk Email list in Microsoft Outlook

In the list that appears, check the boxes that correspond to the country to be blocked, or click **Select All** . Click **OK** in both open dialogs.

## Block messages not in the same language

You can block all email addresses in encrypted languages ??- known as *character sets* or alphabets that you specify. Today, most junk mail is sent in **US-ASCII** encoding. The rest is sent from different international codes. By using **Blocked Encodings List** , you can filter unwanted email messages displayed in languages ??you don't understand.

1. On the **Home** tab, in the **Junk > Junk E-mail Options** click **Delete** group.

2. In the **International** tab, select **Blocked Encodings List** .

Picture 4 of Add a name to the Junk Email list in Microsoft Outlook

In the list, appear in the list of encoding languages, or select **Select All** . Click **OK** in both dialog boxes.

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