

Manage Senders List (Office 365)

- Open Outlook in Office 365 (<https://outlook.office.com>)
- In upper-right corner, click the Gear icon. (Referred to as Settings)
- Click “Mail” at the bottom
- Expand Mail -> Accounts -> Block or Allow

The screenshot shows the Outlook interface in Office 365. The top navigation bar includes 'Office 365' and 'Outlook'. The left sidebar shows the 'Options' menu with 'Mail' expanded and 'Block or allow' selected. The main content area is titled 'Block or allow' and contains two sections: 'Block or allow' and 'Blocked Senders'. The 'Block or allow' section has a header 'Don't move email from these senders or domains to my Junk Email folder.' and a list of blocked senders: cannoncopiers@usd383.org, instructurecon@instructure.com, tbryant127@gmail.com, and ktimmreck@compucycle.net. There is a checkbox for 'Trust email from my contacts' which is unchecked. The 'Blocked Senders' section has a header 'Move email from these senders or domains to my Junk Email folder.' and a list of blocked senders: dan.abraham@oliverwyman.com, ebhelp@eventbrite.com, eduteam@lenovo.com, and email_noreply@schoolzilla.com. The right sidebar shows the 'Settings' menu with 'Mail' selected.