How do I add an email address to my "blocked senders" or "allowed senders" list with O365 Spam Filtering?

Q: How do I add an email address to my "blocked senders" or "allowed senders" list with O365 Spam Filtering?

> **Redirection Notice**
> This page should redirect to [How do I manage my "blocked senders" or "allowed senders" list with MIT spam filtering?].

- How do I add an email address or domain to my "bad senders" or "good senders" list?
- black list or white list

Context

- MIT IS&T uses a spam filter to protect MIT email: http://ist.mit.edu/spam

Manage Your Blocked and Allowed Sender Lists

Your black and white lists identify known good and bad senders to ensure you receive the mail you want and do not receive messages from senders you do not want to get. You must enable automatic filtering of junk email in order to use the block and allow list features. To manage these lists:

1. Visit OWA at https://owa.mit.edu and login.
2. Top-right **Gear Icon** *or* **Options > See All Options**
3. Under **Options** on your left navigation click **Block or Allow**

1. Make sure the **Automatically filter junk email** radio button is selected. If the junk mail filter is disabled, allowed and blocked senders will not sync with the quarantine service and identified spam messages will be delivered to your inbox.
    - White listed recipients can be added to "safe senders and recipients". O365 does not support adding a domain as a "safe sender", or the use of wild cards in the "safe senders" list.
    - Block email from specified senders *or domains* by adding as "blocked senders." O365 does not support the use of wild cards, but a domain can be blocked.
    - Mail sent to blocked senders should be automatically filtered to your quarantine page at https://protection.office.com/ (see above for more information)

      Note: Don't forget to SAVE any changes you made. It may take up to 30 minutes to take effect.

O365 Spam Filtering does not allow you to block senders inside your organization (with an @mit.edu address). A workaround for this is to use Filters. If you believe that senders with @mit.edu email addresses have been caught by the spam quarantine, please send email to the IS&T Service Desk with full details concerning the message in question so that the it can be investigated further. Many times, the mail appears to have been sent from a @mit.edu address, but was actually sent using another sending service (such as Mailchimp, Mailjet, etc.)

See Also

- Microsoft's Find and release quarantined messages as a user in Office 365
- Spam Filtering Landing Page
- Why am I still getting mail from somebody I added to my blocked senders list?