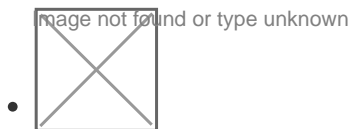


# Change filter settings in Outlook on the Web

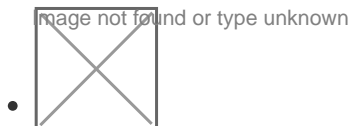
Change filter settings in Office365 Outlook on the Web

Login to your account at <https://outlook.office.com>

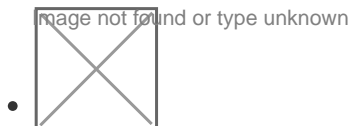
1. Click the gear icon on the top right of the page.



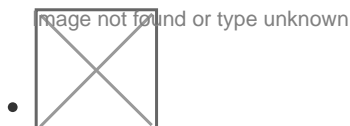
2. Click **Mail** in the right column toward the bottom.



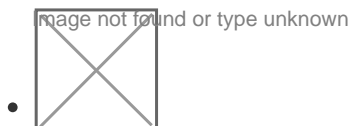
3. In the left column of the Mail settings, click **Block or Allow**.



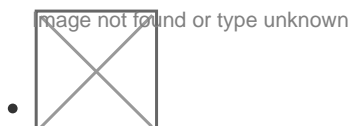
4. Add acceptable email addresses to the **Safe Senders** list.



5. Add unacceptable email address to the **Blocked** list.



6. Once you are done with your changes, click **Save** at the top of the page.



Alternatively, you could allow all senders to be delivered to the inbox by selecting **Don't move email to my Junk Email folder** and click **Save**.