Open Outlook Application – NOTE - Icon will vary with the versions, and some of the steps my look a little different.



Find your "Junk" folder in the left hand menu and click it so you can see the emails

1

Junk Email

[91]

If you find an email from the HSV Owners Club of WA that is NOT junk then you can, then simply right click on it and select the "Junk" and then "Never Block Senders Domain" so that any emails them coming from us will no longer will go into the Junk.

\ [2]	Set Quick Actions		
Ŀ	Rule <u>s</u>	>	
₽	Move	>	S Block Sender
6	<u>Ignore</u>		Never Block <u>S</u> ender
\mathcal{B}	<u>J</u> unk	>	Never Block Sender's <u>D</u> omain (@example.com)
Ī	<u>D</u> elete		Never Block this Group or Mailing List

If you DON'T find an email then to add us to the SAFE Senders do the following.

Right click on ANY email and select the "Junk" and then "Junk E-mail Options" menu

Rule <u>s</u>	>	
Move	>	S Block Sender
lgnore		Never Block <u>S</u> ender
<mark>∕⊗ _</mark> unk	>	Never Block Sender's <u>D</u> omain (@example.com)
Delete		Never Block this Group or <u>Mailing List</u>
Archive		Mot Junk
🗟 Add E-Mail		Junk E-mail Options

Then click on the "Safe Senders" tab and Click the "Add..." button

		raiqu		0.0000				
Junk Ema	Junk Email Options - jamie.gilbert@jafs.com.au							
Options	Safe Senders	Safe Recipients	Blocked Senders	International				
۲ (@kallar	mail from addr ever be treated ooresidents.asr	resses or domain I as junk email. 1.au	names on your Sa	afe Senders List	will			
@loyalty @mailsa @noip.c @salesp	y.qantas.com ap.com com prodmngt.com			Edit				
@sap.co @sapja @sapvir 1view@	om m.com tualagency.con south32 net	ı		Remove				

Then enter @hsvownersclubofwa.com.au so that any email from us is deemed as "safe" and click "Ok"

0	amnal.com								
n I.	Add address or domain \times	10							
u D D	Enter an email address or Internet domain name to be added to the list.								
a	<pre>@hsvownersclubofwa.com.au</pre>								
2 1:	Examples: someone@example.com or @example.com								
2	OK. Cancel	to							
Ц,	/ - 1	-							

Then finally Click "Ok"

