

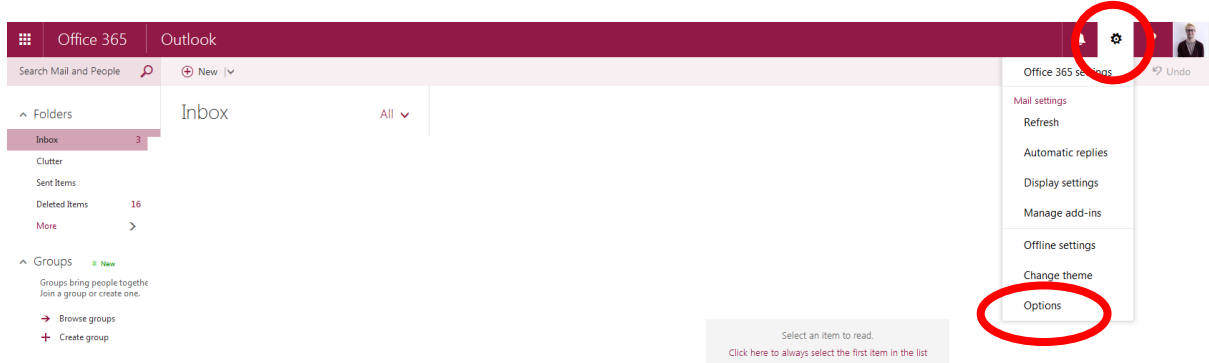
Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

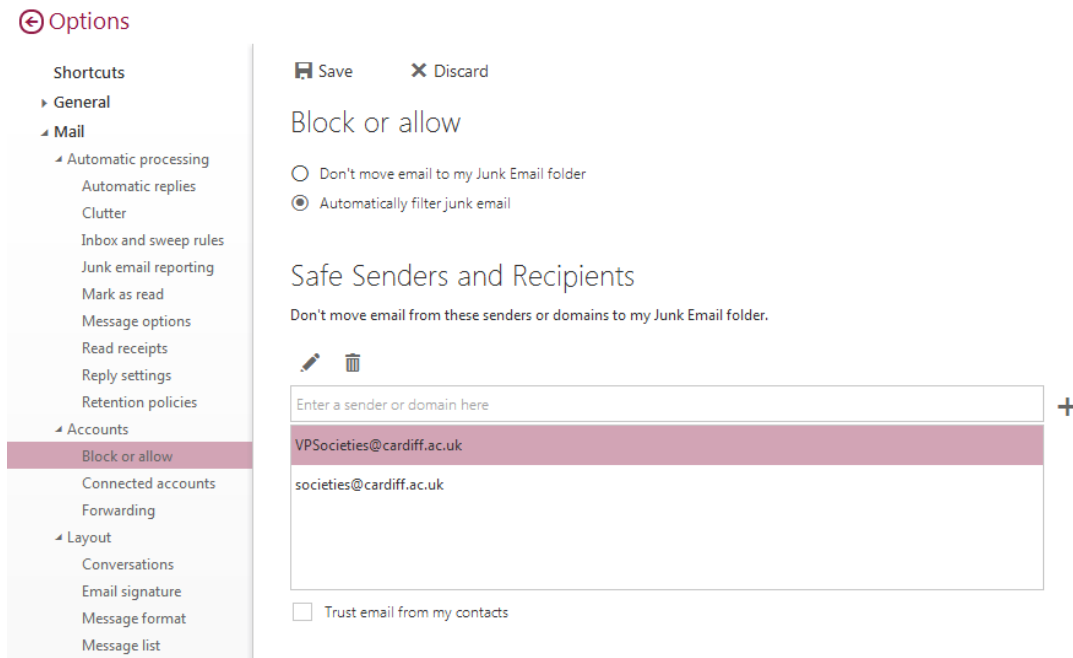
Stopping Emails Going to Junk

A few people have told us that our emails are going directly to junk instead of appearing in their mailbox. If you want to prevent this from happening, you can trust our email addresses for the mailbox in the web browser.

1. In your Society's mailbox, click on the settings cogwheel and then click on options.



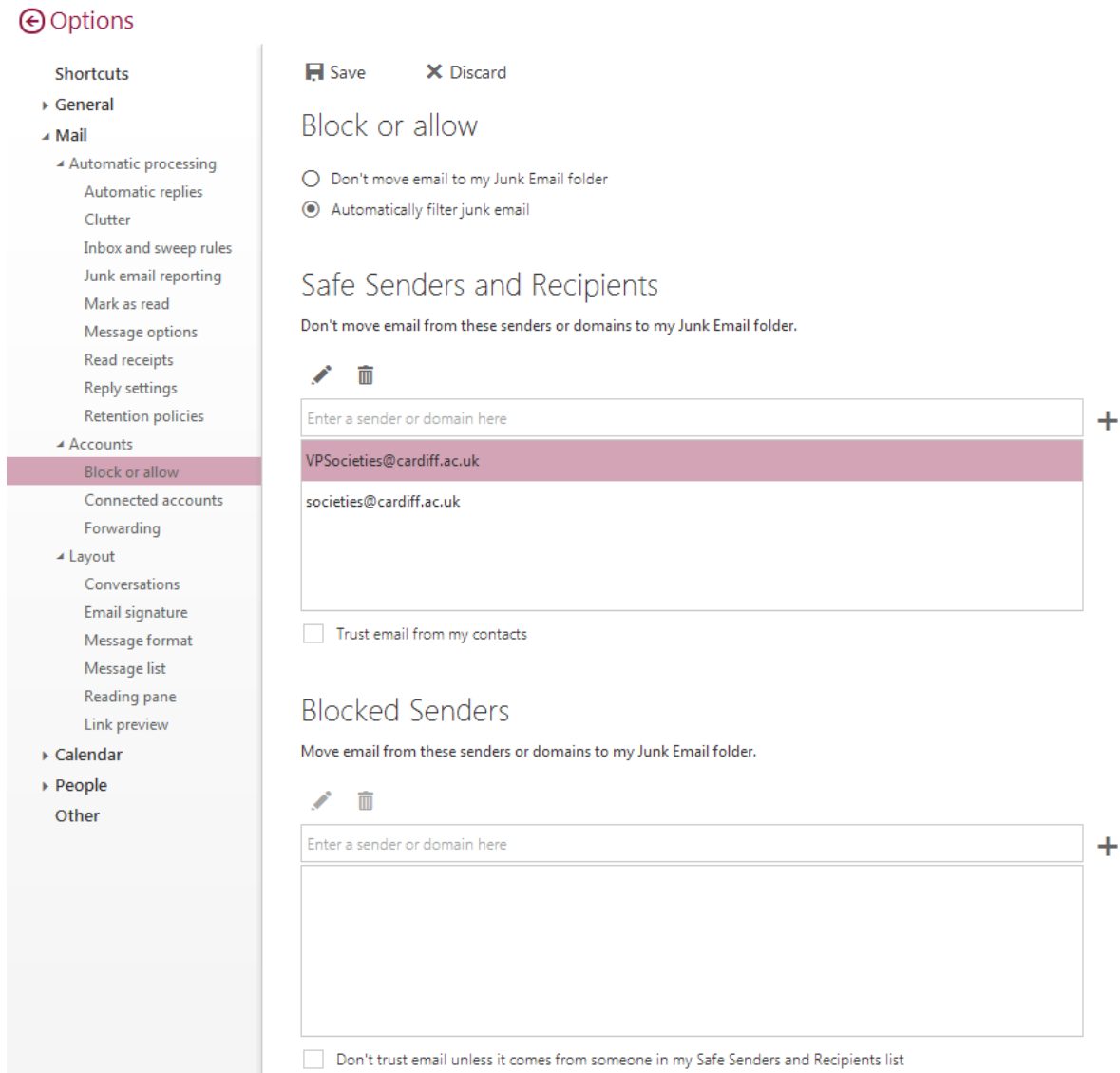
2. Click on "Block or Allow" on the left-hand side. Under Safe Senders and Recipients, enter any entrusted email addresses. Make sure you add Societies@cardiff.ac.uk and VPSocieties@cardiff.ac.uk.



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3. Are you getting spam emails from people trying to sell you Hangover Tablets, Scaffolding and something else weird? You can block these pesky email addresses using the Blocked Senders option.



The screenshot shows the Outlook Options window with the Mail settings selected. The left-hand navigation pane lists various categories: Shortcuts, General, Mail, Accounts, Layout, Calendar, People, and Other. Under the Mail category, several sub-options are listed, with 'Block or allow' highlighted in a dark red bar. The main content area is divided into three sections: 'Block or allow', 'Safe Senders and Recipients', and 'Blocked Senders'. Each section has a 'Save' button and a 'Discard' button at the top. The 'Block or allow' section has two radio buttons: 'Don't move email to my Junk Email folder' (unselected) and 'Automatically filter junk email' (selected). The 'Safe Senders and Recipients' section has a sub-header 'Don't move email from these senders or domains to my Junk Email folder.' and a list of email addresses: 'VPSocieties@cardiff.ac.uk' and 'societies@cardiff.ac.uk'. There is a checkbox for 'Trust email from my contacts' which is unchecked. The 'Blocked Senders' section has a sub-header 'Move email from these senders or domains to my Junk Email folder.' and an empty list of email addresses. There is a checkbox for 'Don't trust email unless it comes from someone in my Safe Senders and Recipients list' which is unchecked. The interface includes icons for editing and deleting entries, and plus signs to expand the lists.

Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
 - Accounts
 - Block or allow**
 - Connected accounts
 - Forwarding
 - Layout
 - Conversations
 - Email signature
 - Message format
 - Message list
 - Reading pane
 - Link preview
 - Calendar
 - People
 - Other

Save Discard

Block or allow

Don't move email to my Junk Email folder
 Automatically filter junk email

Safe Senders and Recipients

Don't move email from these senders or domains to my Junk Email folder.

✎ 🗑

Enter a sender or domain here +

VPSocieties@cardiff.ac.uk

societies@cardiff.ac.uk

Trust email from my contacts

Blocked Senders

Move email from these senders or domains to my Junk Email folder.

✎ 🗑

Enter a sender or domain here +

Don't trust email unless it comes from someone in my Safe Senders and Recipients list