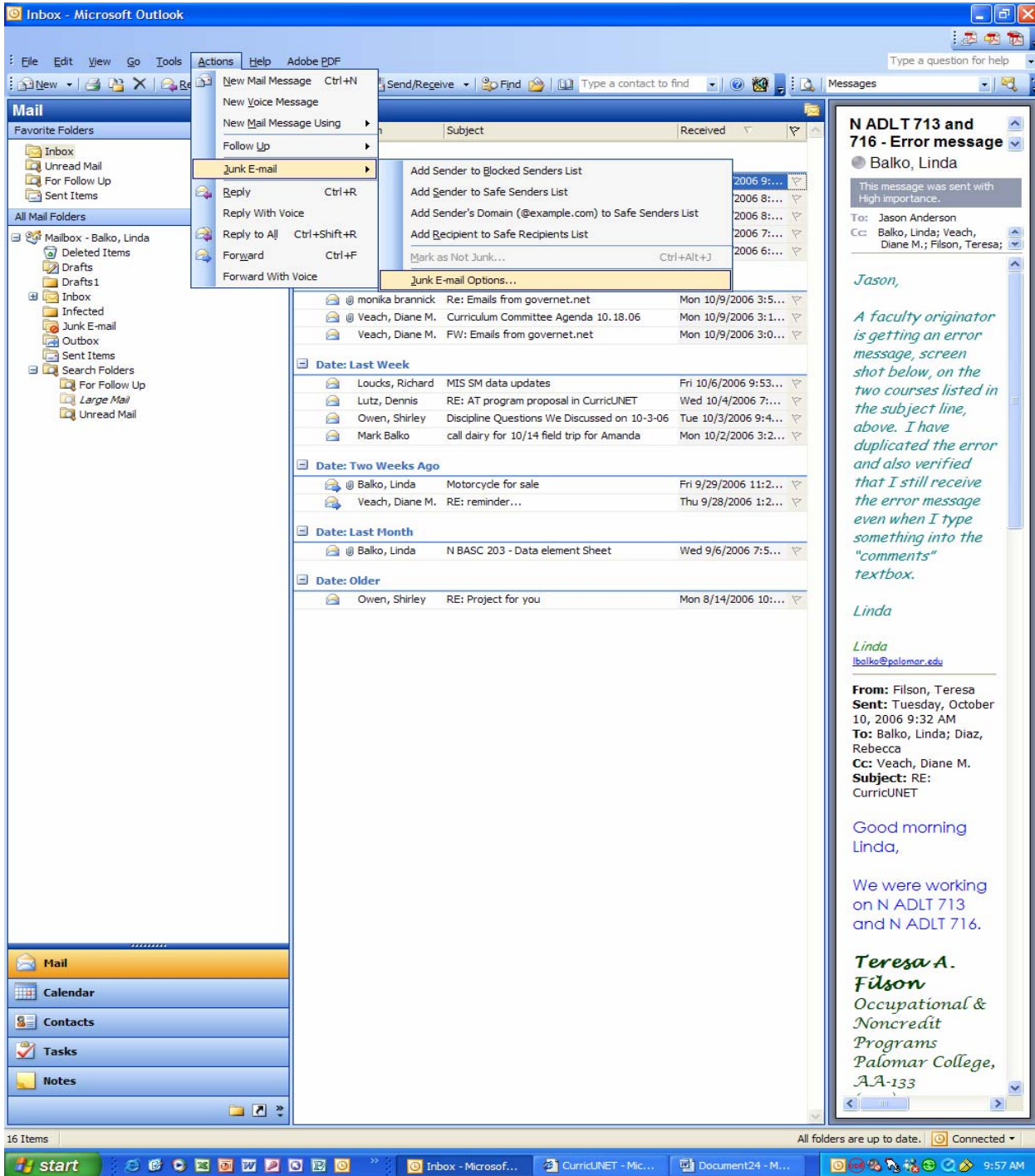


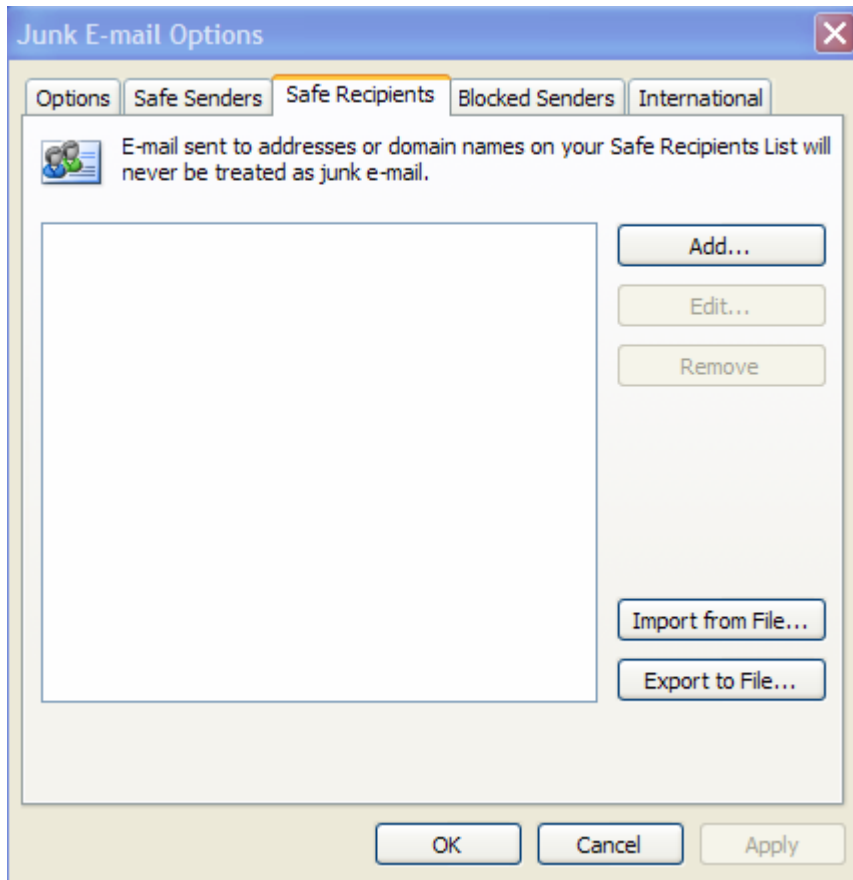
# How to prevent CurriCUNET Emails from going to Junk Mail or Spam folders

## Outlook

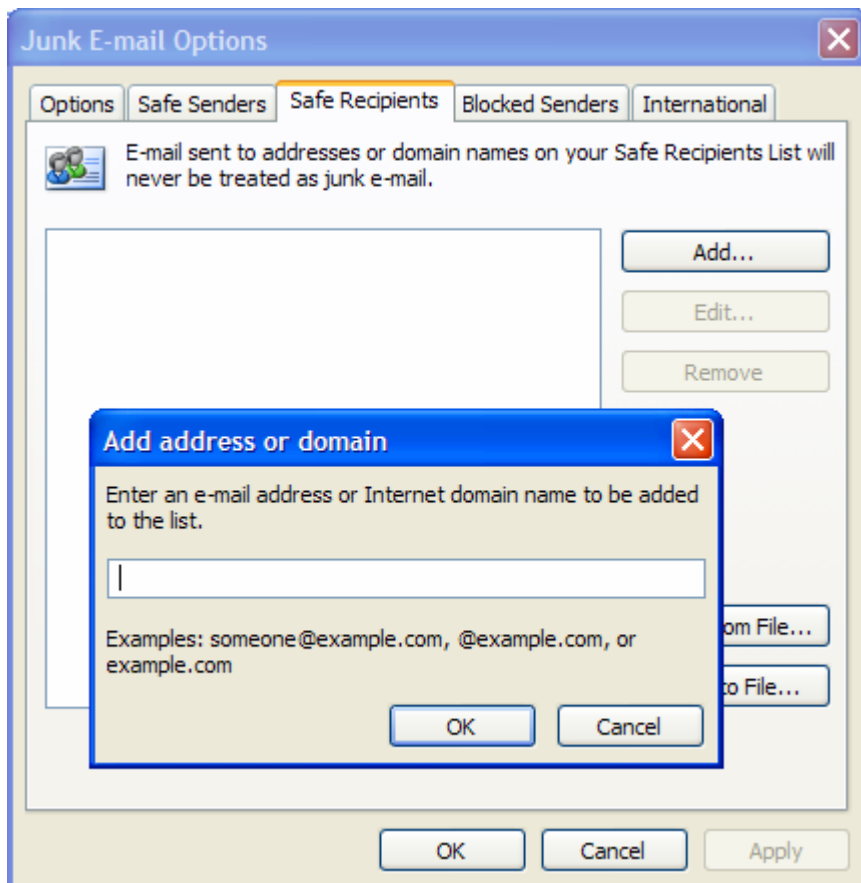
Open Outlook; select “Actions”, Junk E-mail, and Junk E-mail Options.



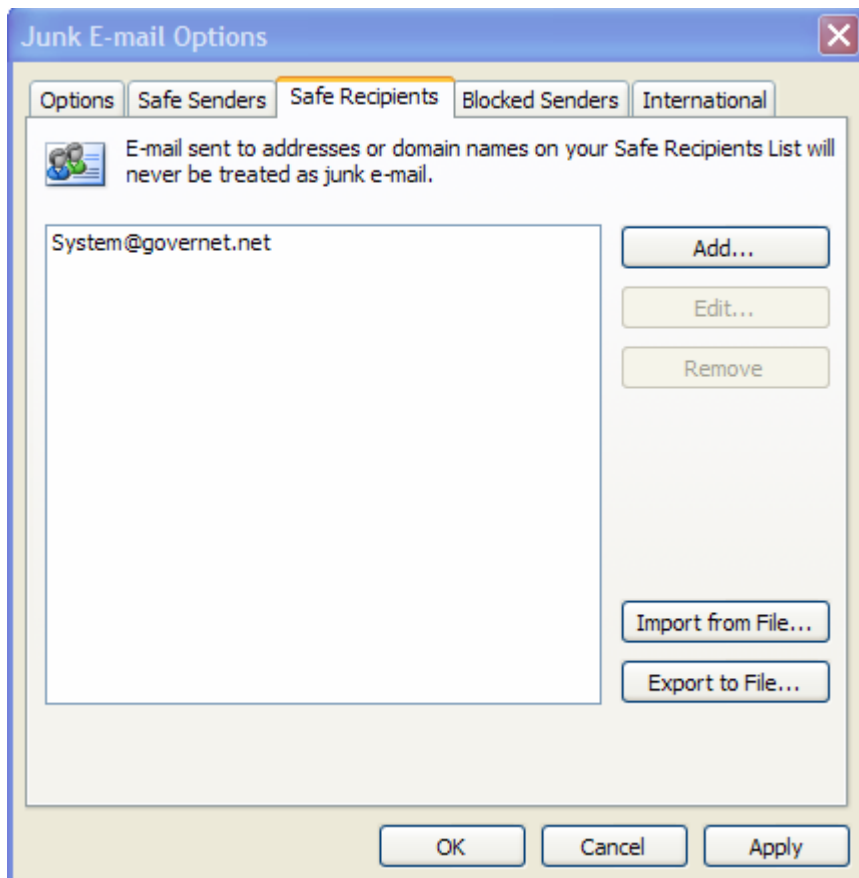
Then select “Safe Recipients”



After selecting the tab “Safe Recipients”, type or paste the email address you DO NOT want blocked.

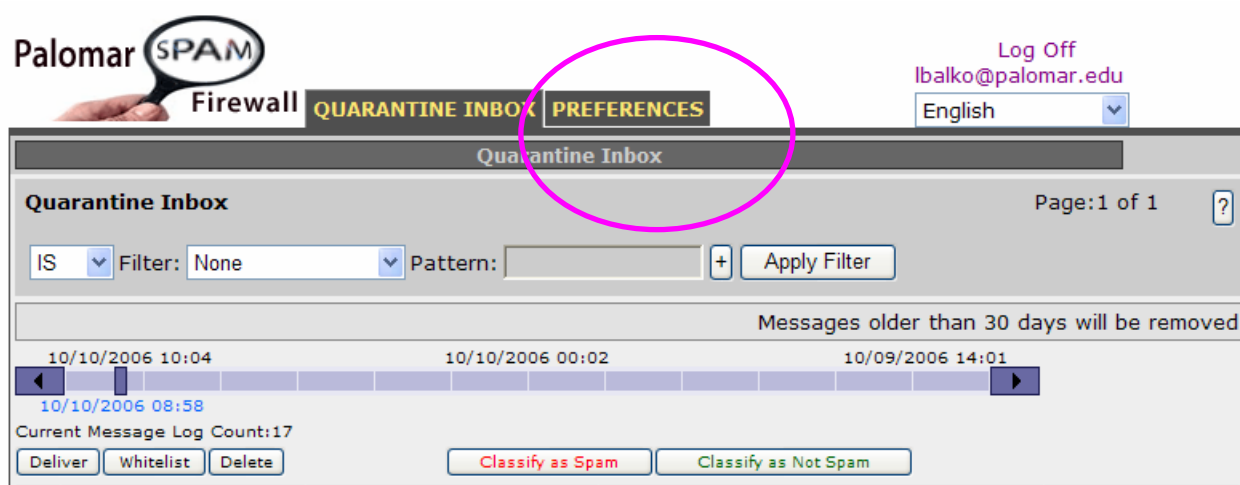


After the email address has been added to the “Safe Recipients” list, select the “Apply” button and then the “OK” button.



## Palomar SPAM blocker

Select the "Preferences" tab.



The screenshot displays the Palomar SPAM blocker web interface. At the top left, there is a logo for "Palomar SPAM" with a magnifying glass icon over the word "SPAM". Below the logo are the words "Firewall" and "QUARANTINE INBOX". The "PREFERENCES" tab is highlighted with a pink circle. In the top right corner, there is a "Log Off" link, the email address "lbalko@palomar.edu", and a language dropdown menu set to "English". The main content area is titled "Quarantine Inbox" and shows "Page: 1 of 1". Below this, there is a filter section with a dropdown menu set to "IS", a "Filter: None" dropdown, a "Pattern:" input field, and an "Apply Filter" button. A message is displayed with a timestamp of "10/10/2006 08:58" and a "Current Message Log Count: 17". At the bottom, there are buttons for "Deliver", "Whitelist", "Delete", "Classify as Spam", and "Classify as Not Spam". A warning message states "Messages older than 30 days will be removed".

On this page, type or paste in the CurricUNET email address into the “allowed Email Addresses and Domains “Email Address” field and select the “Add” button to save.

Palomar **SPAM** Firewall **QUARANTINE INBOX** **PREFERENCES** Log Off lbalko@palomar.edu English

Whitelist/Blacklist **Quarantine Settings** Spam Settings Password

**Allowed Email Addresses and Domains (Whitelist)** ?

**Email Address** Add Email sent from addresses entered here will not be analyzed for spam, but will be scanned for viruses.

**Blocked Email Addresses and Domains (Blacklist)** ?

**Email Address** Add Email sent from addresses entered here will always be blocked.