

To add a name to the Blocked Senders List in Microsoft Outlook

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, under **E-mail**, click **Junk E-mail**.
3. Click the **Blocked Senders** tab.
4. Click **Add**.
5. In the **Enter an e-mail address or Internet domain name to be added to the list** box, enter the name or address you want added, and then click **OK**.