

# Outlook – HOW TO ADD SENDERS TO YOUR INBOX

## Outlook

To get autoresponder emails out of spam in Outlook, mark them as "Not Junk" or add the sender/domain to your **Safe Senders List** in Outlook's [Junk email settings](#). You can find these settings by clicking the **Gear icon > View all Outlook settings > Mail > Junk email**, then add the sender's email or domain to the **Safe Senders** list and click **Save**.

### Quick Fix: Mark as "Not Junk"

1. Go to your **Junk Email** folder in Outlook.
2. Find the autoresponder email.
3. Select the email and click **Junk > Not Junk** (or the "It's not junk" button) on the Home tab.
4. Click **OK** to move it to the Inbox.

### Permanent Solution: Add to Safe Senders List

1. Click the **Gear icon** (Settings) in the top right of Outlook.
2. Select **View all Outlook settings**.
3. Go to **Mail > Junk email**.
4. Under **Safe senders and domains**, click **+ Add**.
5. Type the autoresponder's email address (e.g.,  ) or domain (e.g.,  ) and click **OK**, then **Save**.

### Other Tips

- **Check Focused Inbox:** If you use Focused Inbox, check the "Other" tab, as important mail sometimes lands there.
- **[Trust Contacts](#):** You can check "Trust email from my contacts" in the Junk Email settings to automatically allow mail from your address book.