How to add a Safe Recipient address to the server
(this is necessary for any e-mail that comes through a listserv)

When legitimate e-mail from a listserv gets filed into your *Junk E-Mail Folder* you’ll need to add the listserv’s e-mail address to the *Safe Recipient list* on the server.

To do this, you’ll need to open a web browser and go to [https://iris.nau.edu/owa](https://iris.nau.edu/owa).

Choose your security settings and type in your user name and password. Then click *Log On.*

Select the *Junk E-Mail* folder and select the listserv e-mail that you’d like to receive. **Double-click to open the e-mail.** (It is essential that you open the e-mail and not use the preview pane.)
Once the e-mail is opened, **right-click** on the address in the **To**: line and select **Junk E-Mail > Add to Safe Senders List**.

Verify that the address has been added to the Safe Recipients List, then click **OK**.

You’re done! You can now close the e-mail. If you’d like to see the addresses that are currently in your **Safe Recipients List** continue reading below.
To view the current addresses listed in your **Safe Recipients List.** (Remain in OWA—https://iris.nau.edu/owa)

Click on **Options** then **Choose See All Options.**

In the left pane, click on **Block or Allow.**
Verify that *Automatically filter junk e-mail* the box for *Also trust e-mail from my Contacts* are selected. If not, select them at this time.

Scroll through the section titled *Safe Senders and Recipients* and verify that your listservs are in the *Safe Recipients* list. (You can add others by clicking on the *Add* button.)
Before exiting, click the **Save** button.

Congratulations! You’re done. To continue viewing your e-mail click on the **Mail** button.

Please contact the Solution Center at (928) 523-1511 if you need any further assistance.