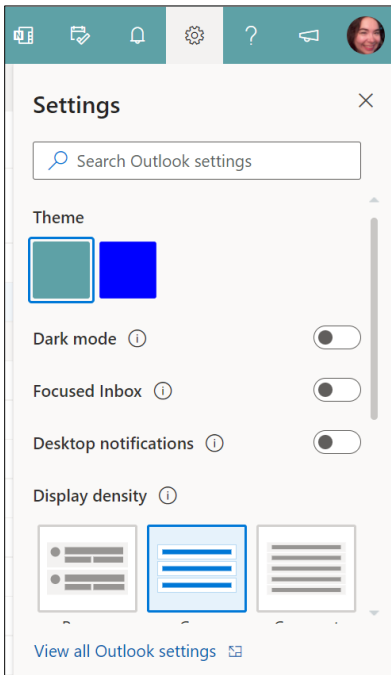


# Microsoft 365: Blocked Senders in Outlook

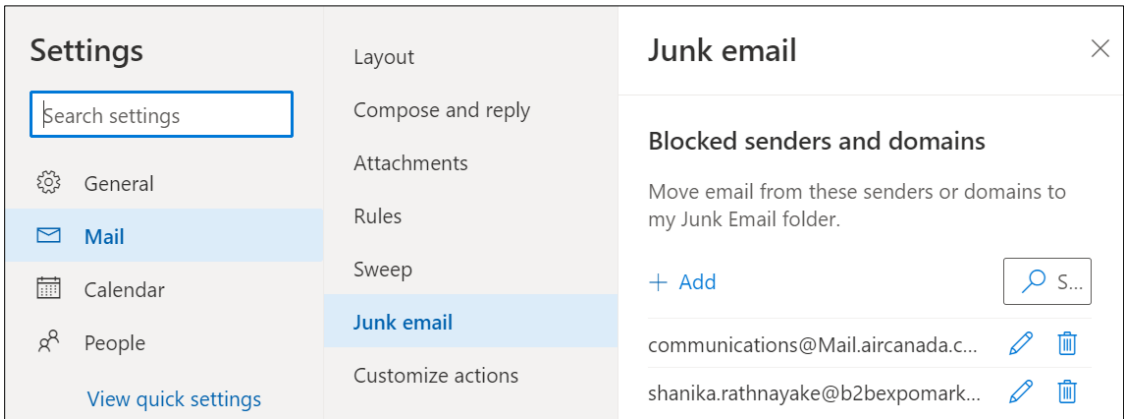
Note: if emails from a frequent contact suddenly stop arriving, check your blocked senders list to see if they were accidentally added to it.

## Outlook: Blocked Senders

1. Sign in to Office 365 and open Outlook.
2. Click on the gear icon on the top right to open settings.
3. Click **View all Outlook settings**.

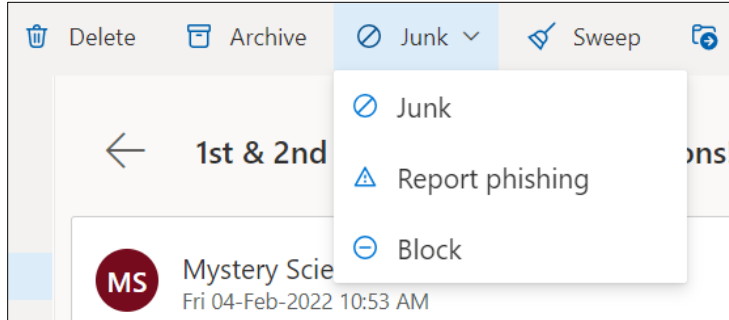


4. In the Mail subsection, click **Junk email**. You can see your list of blocked senders and domains.



5. From here, you can delete any mistakenly blocked senders by clicking the trash can icon next to their email address. You can also manually block senders by clicking **+Add** and typing in their email address.

Note: you can block senders directly from the emails they have sent. Open the **Junk** dropdown menu at the top of the email and click **Block**.



For more step-by-step guides for Office 365, please go to:  
<https://www.sd57curriculumhub.com/office-365>