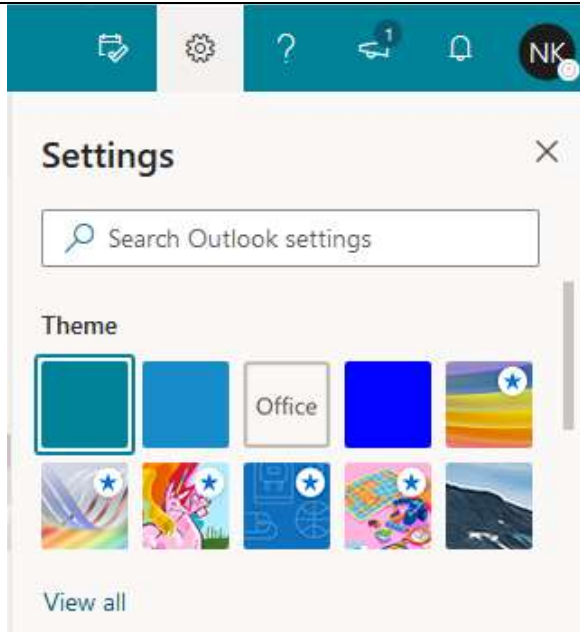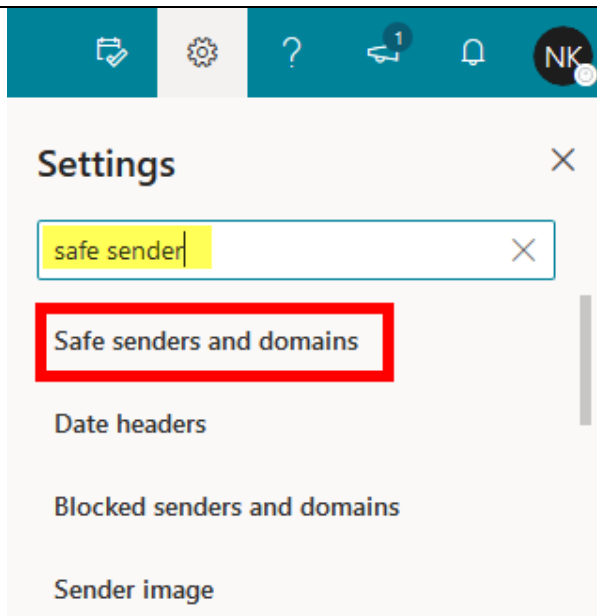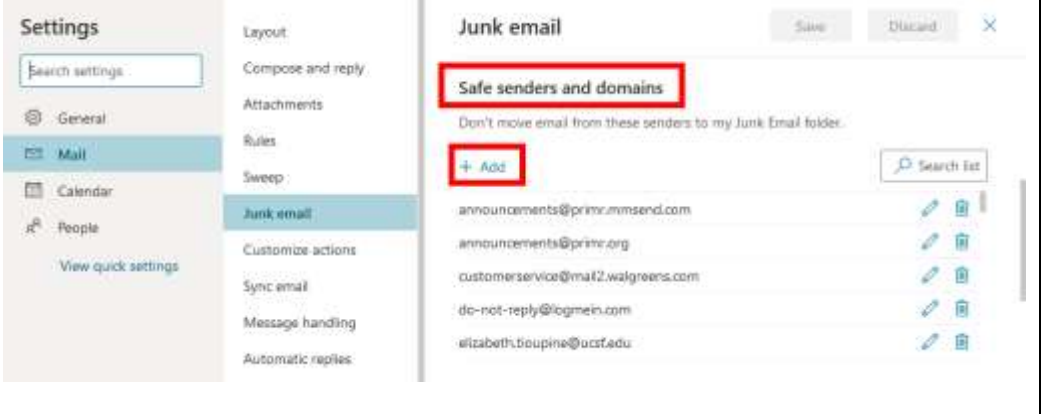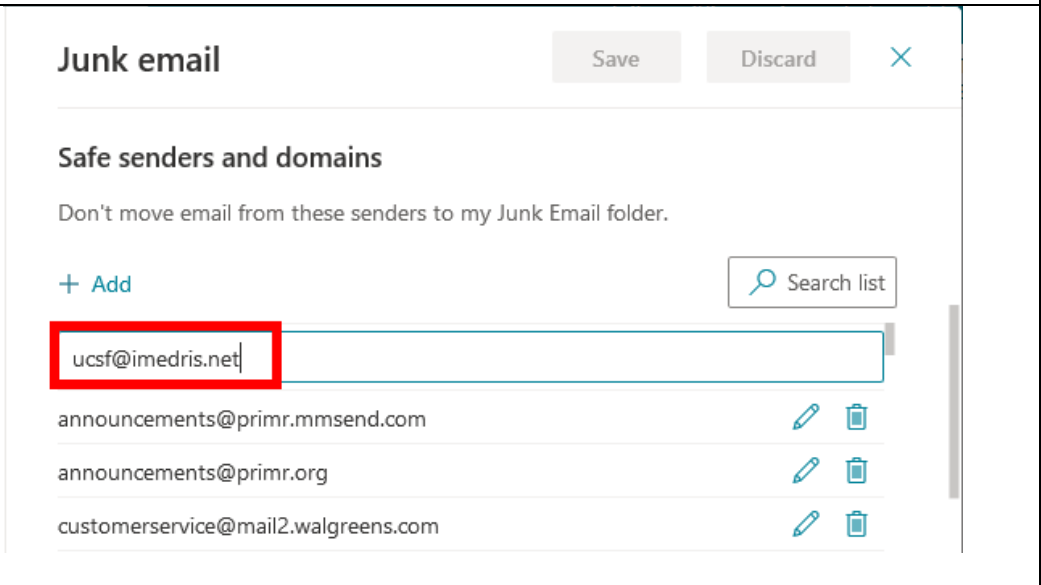| Outlook Web App (OWA) Users (i.e. if you log into Outlook via mail.ucsf.edu)	
1. On the menu bar, click the **Settings (gear) icon**	
2. In the Settings search field, type "safe sender"	
3. Click on the search result "Safe senders and domains"	

4. A new window will open, titled **Junk email**. Scroll to the **Safe Senders and domains** section, then click **+Add**.	
5. Add ucsf@imedris.net to the text field and click the **Enter** button on your keyboard.	
6. ucsf@imedris.net will appear in the Safe Senders list. Click **Save**.	