

St. Mary's Academy Email Safe Senders List

There is a lot of electronic communication within the SMA community. Whether it is student progress, upcoming events, forms that need to be completed, ... it is important that there is nothing to deter that communication. With that said it is important to identify email from St. Mary's as being safe so you don't miss anything. If you already know how to add safe senders our email domain is **@smapdx.org**. If you are not sure how we have provided some basic instructions on what to do with some of the more popular email services below using the web browser. If you have a service different from those below we recommend contacting your internet service provider for further assistance.

Note: If you are already successfully getting email from us then you don't have to do the following.



1. Go to **Settings > View all Outlook settings > Mail > Junk email**.
2. Under **Safe senders and domains** click **Add** then type in ***@smapdx.org** and press Enter.
3. Click **Save**. *That's it!*



1. Go to **Settings > Settings > Filters and Blocked Addresses**.
2. Click **Create a new filter**. Click **From** and enter ***@smapdx.org** then click **Create filter**.
3. Check **"Never send it to Spam"** and click **Create filter**. *That's it!*



1. Go to **Settings > More Settings > Filters > Add new filters**.
2. Type **SMAPDX** as the filter name. Under **From** click **"Select filter criterion"** and choose **contains**. Below that type **@smapdx.org**.
3. Under **"Choose a folder to move to"** click **"Select folder"** and choose **Inbox**.
4. Click **Save**. *That's it!*



1. Go to **Settings > Settings > Mail > Filter Rules**
2. **Add new Rule > SMAPDX** for Rule name
3. Click **Add condition > Sender/From > Contains : @smapdx.org**
4. **Add action > Move to folder > Select folder : Inbox**
5. **Save settings**. *That's it!*

If you have any questions about the above please email **tech.help@smapdx.org**.

