Whitelist Emails in Outlook - Safe Senders list

Why Whitelist D2L Emails?

Emails from D2L can sometimes be flagged as junk or spam by your Outlook inbox. To avoid missing critical course-related messages, add D2L email addresses to your **Safe Senders** list.

Add D2L Emails to the Safe Senders List in Outlook Webmail

> **NOTE**: Ensure you are logged into your **LSC Outlook** account before proceeding to avoid access issues.

1. Open Outlook on the web (https://outlook.office365.com/) and log in using your **MyLonestar** credentials.

2. Click the gear icon **[⚙]** in the top-right corner, then select **[View all Outlook settings]**.

3. Expand **[Mail]** on the left panel, select **[Junk email]**.

4. Under **Safe senders and domains**, click **[+ Add]**.

5. Enter @d2l.lonestar.edu then click **[Save].**

   For more details, visit the Microsoft Support Page on Safe Senders (https://support.microsoft.com/en-us/office/add-recipients-to-the-safe-senders-list-in-outlook-be1baea0-beab-4a30-b968-9004332336ce).

> **NOTE**: If you use Outlook on multiple devices, repeat the steps for each platform using the instructions listed on this page (https://support.microsoft.com/en-us/office/add-recipients-to-the-safe-senders-list-in-outlook-be1baea0-beab-4a30-b968-9004332336ce). Additionally, if D2L emails are already in your junk folder, right-click the email, select **Mark as not junk**, and optionally choose to always trust emails from the sender.