

Add Domains to Safe Senders List for Microsoft 365 Email Provider

To ensure uninterrupted receipt of NEFs from the Middle District of Louisiana, we ask that all law firms, whether their mail is hosted by Microsoft or not, reach out to their technical contacts and request that the domains ***uscourts.gov*** and ***lamd.uscourts.gov*** be added to their Safe Senders list as well as enoticing@lamd.uscourts.gov be added to your list of trusted contacts.

Using Microsoft 365 to host your email, you may follow the below instructions.

Log into your email at <http://outlook.office365.com/>

When authenticated, click on the gear icon on the top right to pull up the settings menu. In the search bar at the top, please type 'Safe Senders' and add the domain ***uscourts.gov*** and ***lamd.uscourts.gov***. Also, select trust email from my contacts. (See screenshot on following page) and add the email address enoticing@lamd.uscourts.gov to your Contacts.

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Settings

- General
- Mail**
- Calendar
- People

[View quick settings](#)



- Layout
- Compose and reply
- Attachments
- Rules
- Sweep
- Junk email**
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Retention policies
- S/MIME
- Groups

Junk email

Blocked senders and domains

Move email from these senders or domains to my Junk Email folder.





+ Add

hello=eyewanderphoto.com@mailgun.signpost.com	 
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Safe senders and domains

Don't move email from these senders to my Junk Email folder.

+ Add

uscourts.gov	 
lamd.uscourts.gov	 

Filters

Only trust email from addresses in my Safe senders and domains list and Safe mailing lists

Trust email from my contacts

Reporting

Reporting junk email to Microsoft helps improve the accuracy of the junk email filter.

When messages are marked as junk:

Ask me before sending a report

Automatically send reports

Never send reports
