



## DESIGN-BUILD INSTITUTE OF AMERICA ROCKY MOUNTAIN REGION

### DO OUR EMAILS KEEP ENDING UP IN YOUR JUNK BOX?

Please try one of the following options.

#### For individuals using Microsoft 365:

Go to the online mailbox at [www.outlook.office365.com](http://www.outlook.office365.com) and login to your account.

1. Click on settings in the top left corner (little cog icon).
2. Scroll down and click on “view all outlook settings”
3. Under Junk Mail section, add the following emails to safe sender list.

[\\*@dbiarockymountain.org](mailto:*@dbiarockymountain.org)

[\\*@viethconsulting.com](mailto:*@viethconsulting.com)

#### For IT Professionals / Overall Firm Microsoft365 Admins:

1. Open Email Exchange Admin Center
2. Click on Protection
3. Click on Spam Filter
4. Double click on Default.
5. Click on Allow Lists.
6. Under Allow Lists, click the + to add a new email address.
7. In the window that pops up, add the following emails to safe sender list.

[\\*@dbiarockymountain.org](mailto:*@dbiarockymountain.org)

[\\*@viethconsulting.com](mailto:*@viethconsulting.com)

8. Click save.
9. Click save again.

#### Not a Microsoft 365 user?

1. Search your email server help desk / how to's for the following:  
“Add emails to safe sender list.”
2. Follow the steps.
3. Add the following emails to safe sender list.

[\\*@dbiarockymountain.org](mailto:*@dbiarockymountain.org)

[\\*@viethconsulting.com](mailto:*@viethconsulting.com)

**Tip:** Be sure to include the astricks → \* ← plus the “[@dbiarockymountain.org](mailto:*@dbiarockymountain.org)”. This will add the web domain ‘[@dbiarockymountain.org](mailto:*@dbiarockymountain.org)’ to your safe sender list, not just one specific email or person.