

E-pasta sūtītāja pievienošana baltajam sarakstam (Outlook)

Ja novērojat situāciju, ka LLU iekšējās saziņas e-pasti (ziņu lapa, algu lapiņas u.c.) nonāk nevēlamā pasta sadaļā "Spam", nepieciešams pievienot domēnu "@llu.lv" baltajam sarakstam.

1. Atveriet programmu Microsoft Outlook. Atkarībā no datorā izmantotās programmatūras versijas, ikonas un izkārtojums var nedaudz atšķirties.



2. Atrodiet cilni "Home" kreisajā (1) augšējā ekrāna stūrī. Pēc tam nospiediet uz izvēlnes "Junk" (2) un izvēlieties "Junk E-mail Options..." (3).

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FILE HO	OME SEND / RECEIVE FOLDER VIEW			
New New Email Items •	Ignore Ignore <td>eting re •</td>	eting re •		
New	🗞 <u>B</u> lock Sender			
▷ Favorites	Never Block Sender E)			
	Never Block Sender's Domain (@example.com)			
	Never Block this Group or <u>M</u> ailing List			
Inbox	Not Junk			
Drafts	Junk E-mail Options 3.			
Sent	IIZAC WOIK			
Trash				



3. Atvērsies jauns logs. Šajā logā jāizvēlas cilne "Safe Senders" (1) un jānospiež poga "Add..." (2), lai pievienotu jaunu ierakstu baltajam sarakstam.

Options Safe Senders Safe Recipients Blocked Senders International Image: Safe Senders List will never be treated as junk e-mail. 2. Image: Safe Senders List List List List List List List Lis	Junk E-ma	il Options - 1.			×			
E-mail from addresses or domain names on your Safe Senders List will never be treated as junk e-mail. 2. Add Edit Remove Import from File Export to File Also trust e-mail from my <u>C</u> ontacts Also trust e-mail from my <u>C</u> ontacts Automatically add people I e-mail to the Safe Senders List	Options	Safe Senders	Safe Recipients	Blocked Senders	International			
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4. Atvērsies jauns logs. Teksta ievades laukā jāievada "@llu.lv" (1), kā parādīts attēlā zemāk un jānospiež poga "OK" (2).

Add address or domain					
Enter an e-mail address or Internet domain name to be added to the list.					
@llu.lv					
Examples: someone(©example.com or @ 2. OK	example.com Cancel			

5. Vēlreiz nospiediet pogu "OK" un izmaiņas tiks saglabātas. Turpmāk e-pasts no LLU nenonāks "Spam" sadaļā.