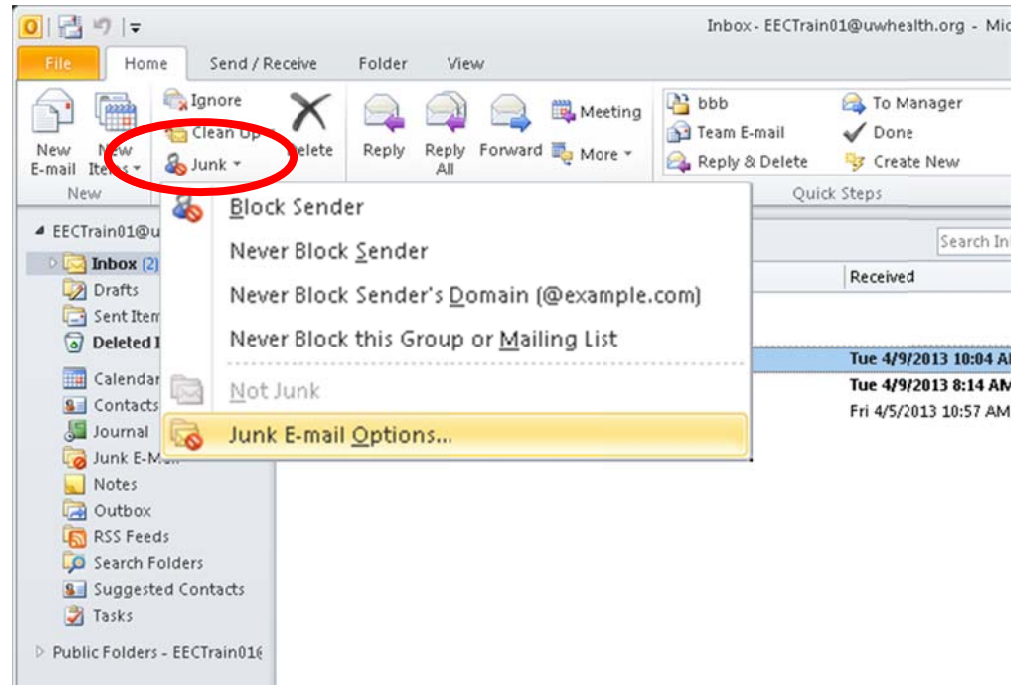


How to Import your M+Guardian Block/Allow lists and your GroupWise Junk/Trust Lists into Outlook

From your Outlook main window click Junk

Select Junk E-mail Options



You will receive this pop up notice

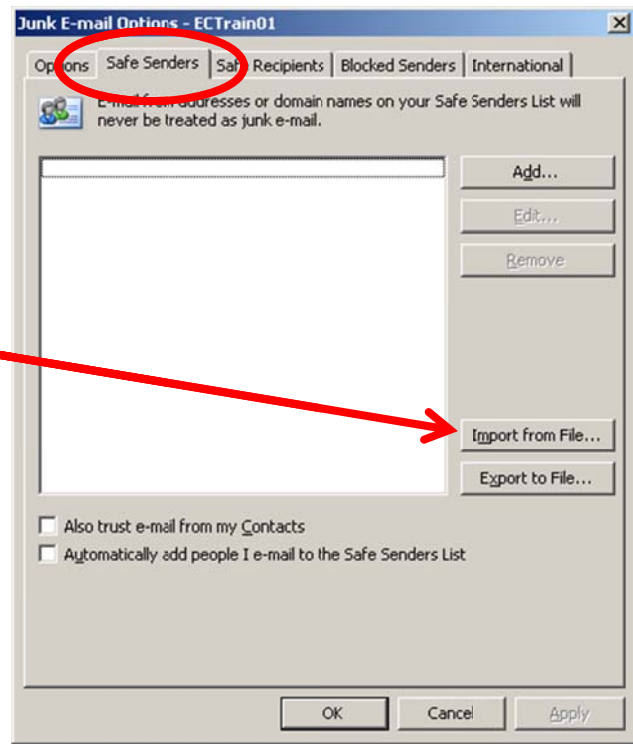
It is not an error - you may click Do not show this message again

Click OK



Click Safe Senders tab

Click Import from File



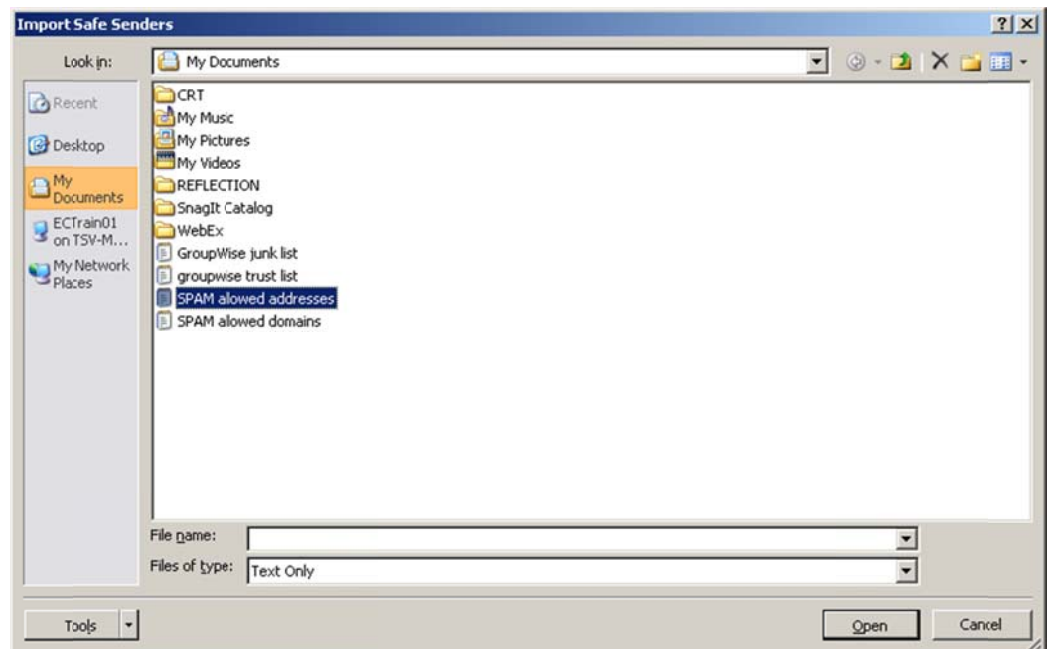
Find the notepad documents you saved in the pre-migration steps. If you followed them exactly, you will have several files in your home folder - your H: drive

The following files will need to be imported into your Safe Senders:

- SPAM allowed addresses
- SPAM allowed domains
- Groupwise trust list

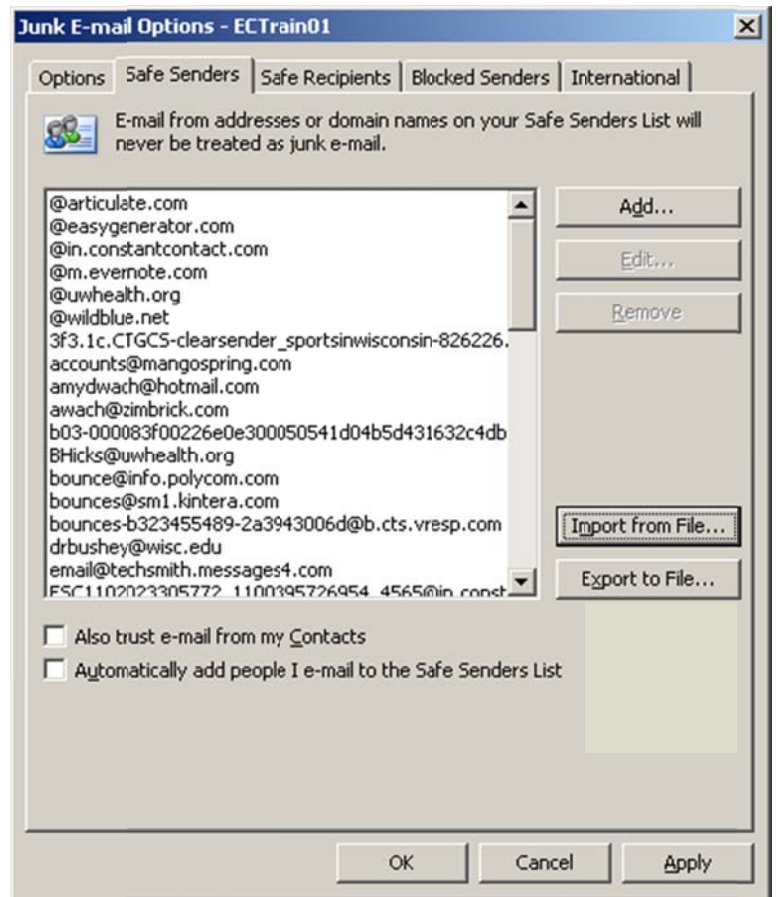
You will need to add these one file at a time

Select a file, click Open



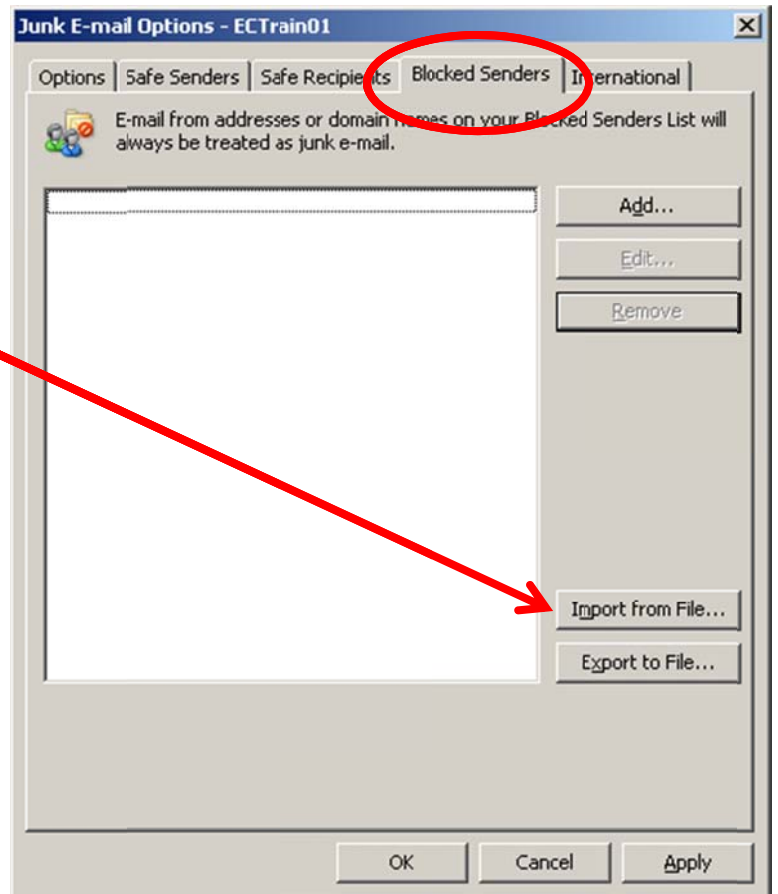
Your Safe Senders are now populated

Repeat with the remaining files



Now click the Blocked Senders tab

Click Import from File

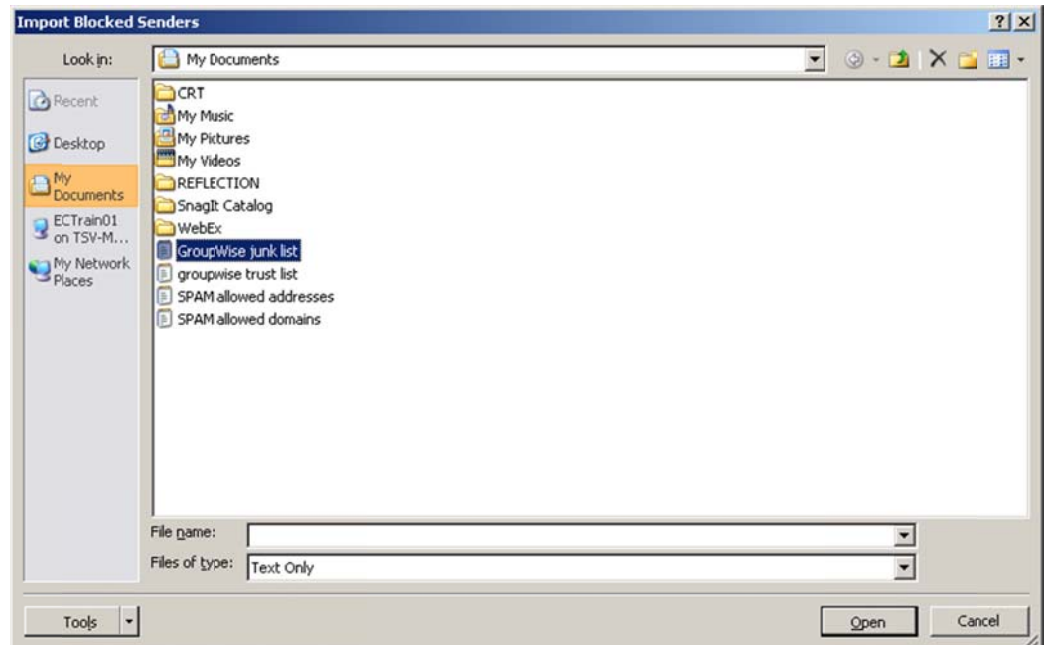


The following files will need to be imported into your Blocked Senders:

- SPAM blocked addresses
- SPAM blocked domains
- Groupwise junk list

You will need to add these one file at a time

Select a file, click Open



Your Blocked Senders are now populated

Repeat with the remaining files

Click OK when finished

