How to allow emails from UQ Jobs

Sometimes emails from UQ Jobs end up in your email’s Junk Mail folder. To prevent this from happening, you just need to add in a rule. Instructions are given for Microsoft Outlook (2003/2007) and UQ Outlook Web Access. Instructions for Apple Mail and Eudora for Mac will be coming soon.

**Outlook 2003/2007**

1. Open Microsoft Outlook.
2. Click on the Tools menu, and then click on Options…

![Image of Outlook Options window](image)

3. A new window will open. Under the heading E-mail, click on the Junk E-mail… button.

![Image of Junk E-mail button](image)

4. A new window will open. Click on the Safe Senders tab, and then on the Add… button.
5. A new window will open. In the empty text box, type in m.pageuppeople.com and then click the OK button.

6. Repeat step 5, but this time type in mail.pageuppeople.com

7. Click on the OK button. The window will close.

8. Click on the OK button in the remaining window. This completes the process.
Outlook Web Access

If you use Microsoft Outlook on your computer, any changes made to the junk mail options will be reflected in your UQ Outlook Web Access, so just follow the steps for Outlook 2003/2007. If you only use UQ Outlook Web Access, follow these instructions:

1. Login to UQ Outlook webmail via your preferred method.
2. Click on the Options link.
3. Click on the Junk E-Mail link on the left-hand side.
4. In the empty text box, type in mail.pageuppeople.com and then click the Add button.
5. Repeat step 4, but this time type in m.pageuppeople.com.
6. This completes the process. Click on the Mail icon at the top left to return to your email.