

Not receiving emails for Qualtrics approvals???

Oregon TECH
Campus Life *Where Students Connect!* is here to help!

Slides 2-6: Follow these steps to allow Qualtrics emails through to your inbox on the **desktop** version.

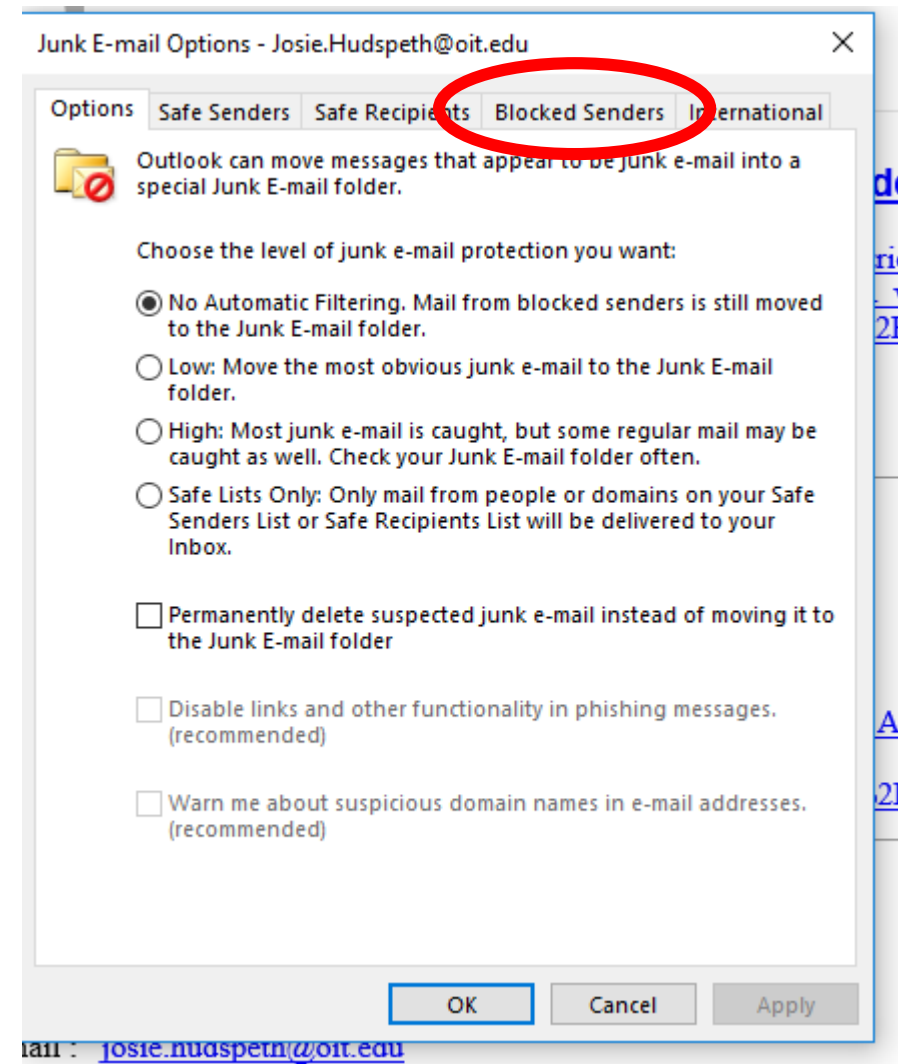
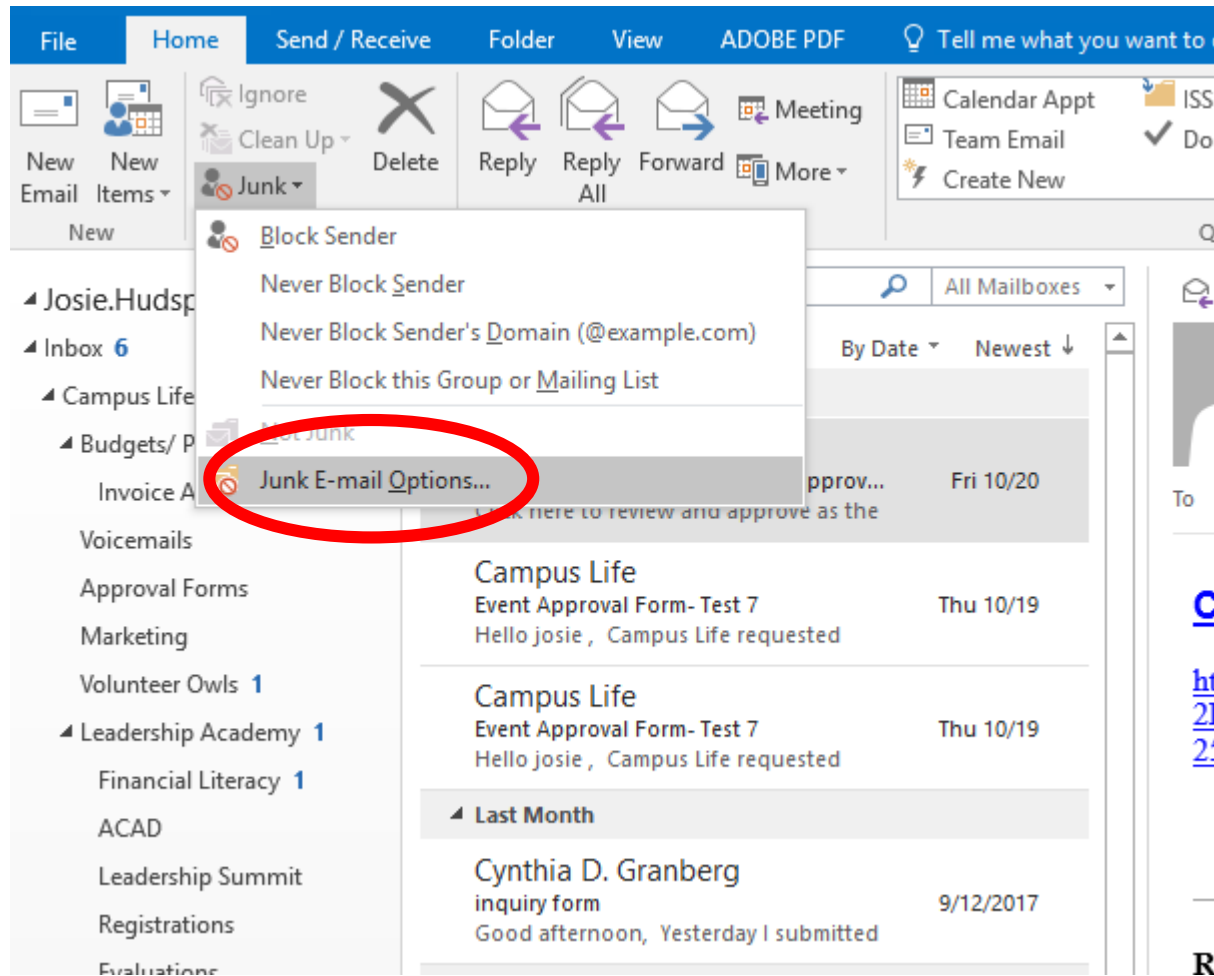
Slides 7-13: Follow these steps to allow Qualtrics emails through to your inbox on the **browser** version.

3. Click on "Junk E-mail Options..."

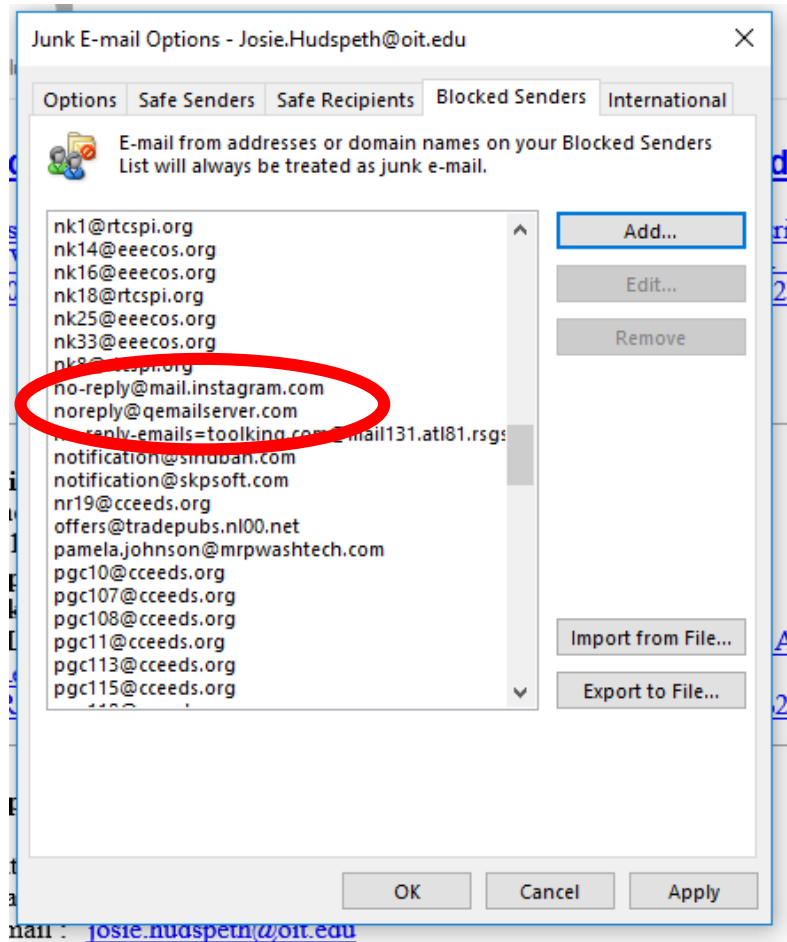
The screenshot shows the Outlook interface with the 'Junk' menu open. The 'Junk E-mail Options...' option is circled in red. The interface includes a ribbon with 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'ADOBE PDF'. The left sidebar shows a navigation pane with folders like 'Inbox', 'Campus Life', and 'Budgets/ P'. The main pane displays an email from 'Campus Life' with the subject 'Event Approval Form- Test 7'.

This screenshot is similar to the first one, showing the Outlook interface with the 'Junk' menu open. The 'Junk E-mail Options...' option is highlighted. The interface includes a ribbon with 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'ADOBE PDF'. The left sidebar shows a navigation pane with folders like 'Inbox', 'Campus Life', and 'Budgets/ P'. The main pane displays an email from 'Campus Life' with the subject 'Event Approval Form- Test 7'.

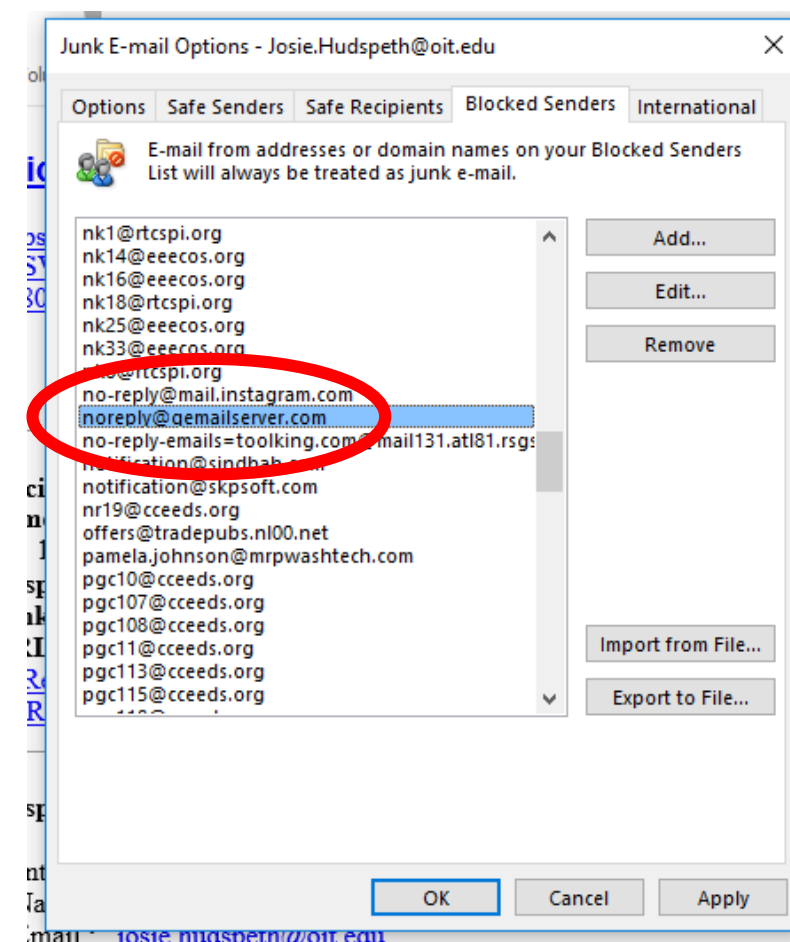
4. Click on "Blocked Senders"



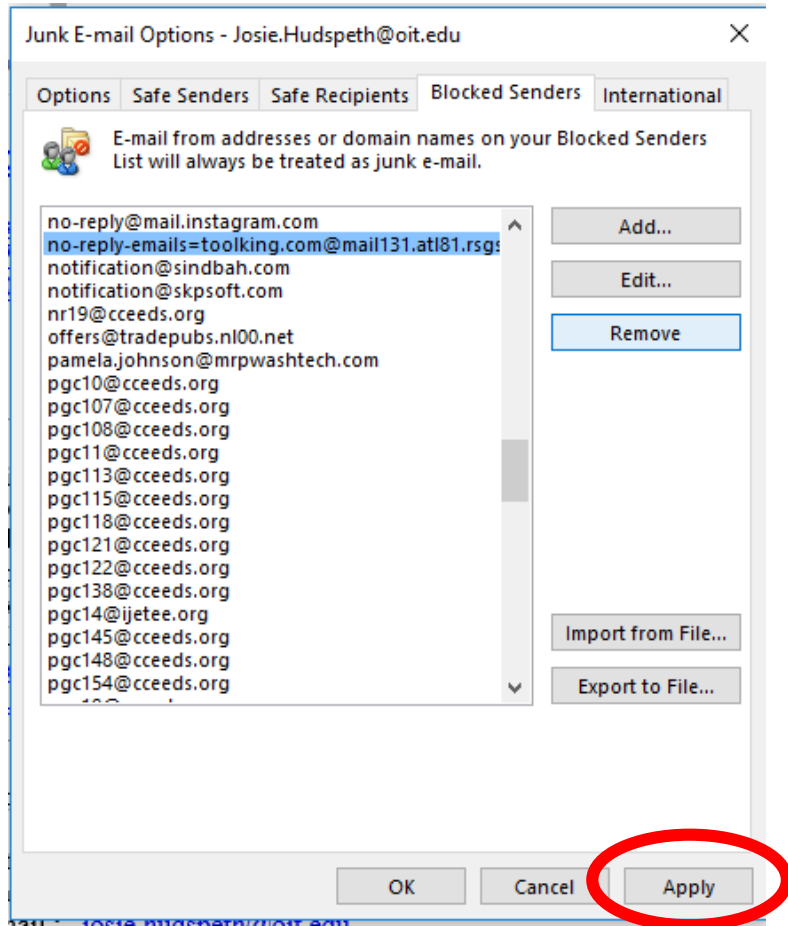
5. Scroll down to “noreply@qemailserver.com”



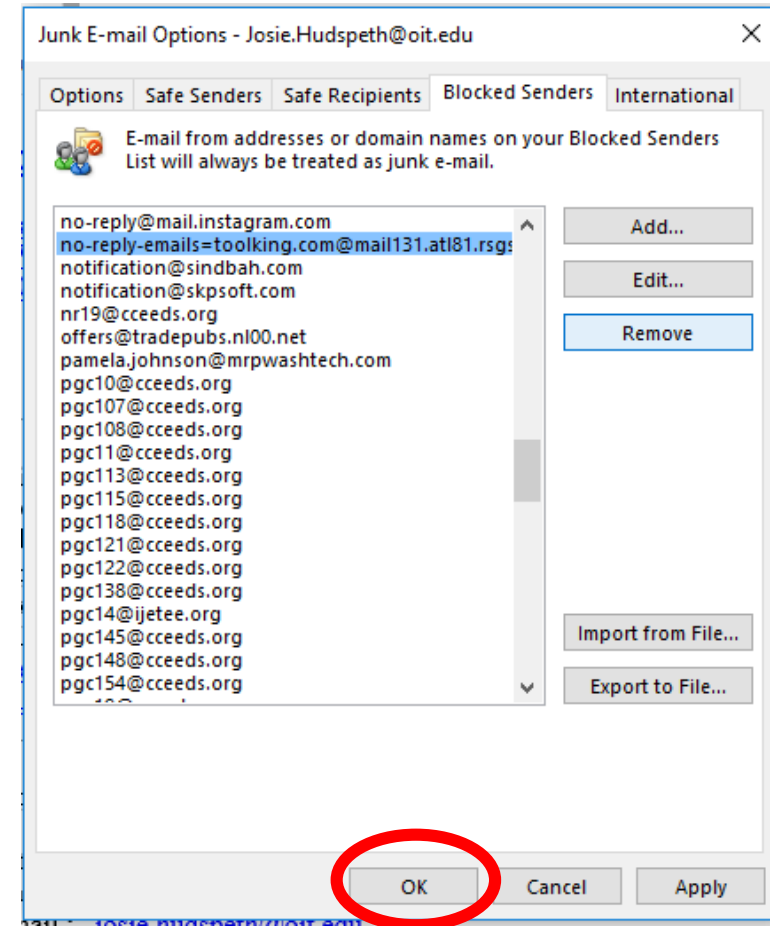
6. Click on “noreply@qemailserver.com”



7. Click “Apply”



6. Click “OK”



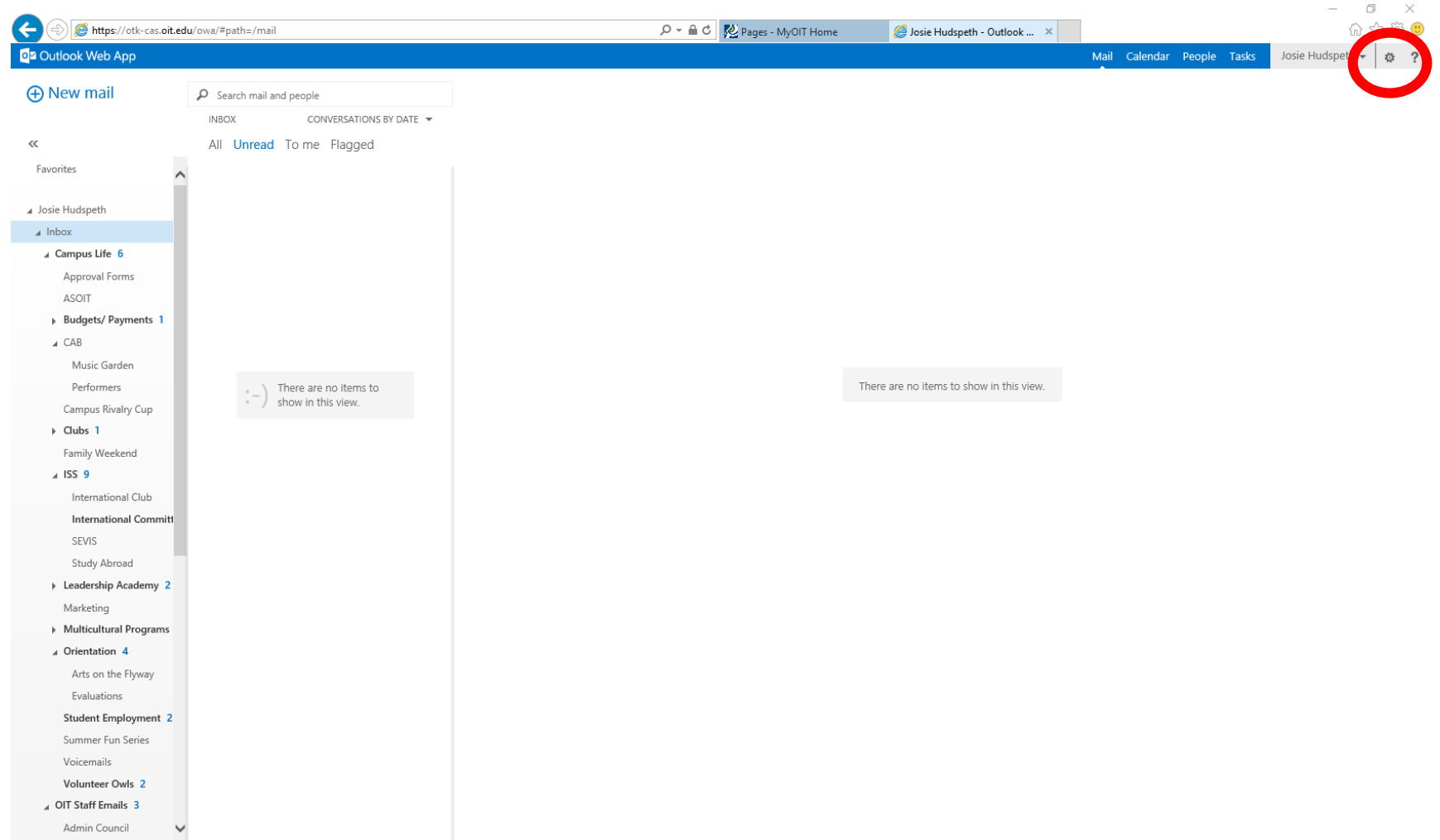
Follow these steps to allow Qualtrics emails through to your inbox on the browser version.

1. Open your email with Microsoft Edge (aka the new Internet Explorer) version of Outlook.

The screenshot shows a web browser window displaying the MyOIT Home page. The address bar shows the URL <https://my.oit.edu/Pages/Default.aspx>. The page header includes the Oregon TECH and MyOIT logos, and a user profile for josie.hudspeth. A navigation menu contains links for Home, HR, Student Resources, Faculty/Staff, Technology Services, and Reporting. The main content area features several service tiles: FACTS, Oregon Tech Email (circled in red), OneDrive File Storage, File Manager, Blackboard, Banner, Web for Faculty / Web for Employee, and Provide Feedback. The right sidebar contains sections for Announcements, Campus Resources, and a Lynda.com advertisement. The footer includes 'OIT Home Page' and '©2017 Oregon Institute of Technology'.

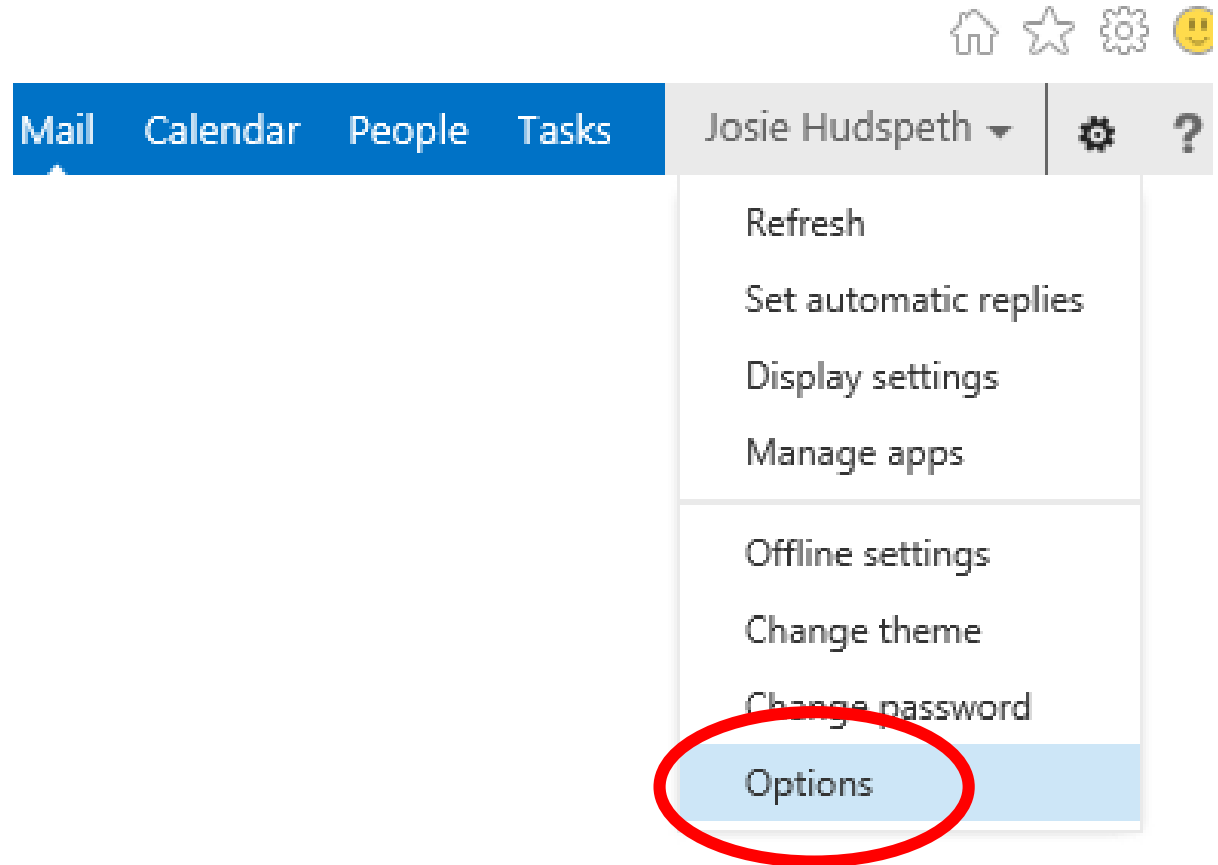
Follow these steps to allow Qualtrics emails through to your inbox on the browser version.

2. Click on Settings menu.



Follow these steps to allow Qualtrics emails through to your inbox on the browser version.

3. Click on "Options".



Follow these steps to allow Qualtrics emails through to your inbox on the browser version.

4. Click on “Block or Allow”.

The screenshot shows the Outlook Web App interface. The browser address bar displays the URL: <https://otk-cas.oit.edu/ecp/?fr=owa&owaparam=modurl%3D0&p=account>. The page title is "my account - Outlook Web ...". The user's name, "Josie Hudspeth", is visible in the top right corner. The left sidebar contains a list of options: "options", "account", "organize email", "groups", "site mailboxes", "settings", "phone", "block or allow", and "apps". The "block or allow" option is highlighted with a red circle. The main content area is titled "my account" and includes a "Photo" placeholder, "General" information (Display name: Josie Hudspeth, Email address: Josie.Hudspeth@oit.edu), "Mailbox Usage" (1.49 GB used, 2.8 GB limit), "contact numbers" (Work phone: +1541-885-1392), and links for "Settings for POP or IMAP access..." and "Edit information...". On the right side, there is a section titled "shortcuts to other things you can do" with links for "Set up an automatic reply message", "Connect your mobile phone or device to your account", "Get readable voice mail in your Inbox", "Connect Outlook to this account", and "Change your password".

Follow these steps to allow Qualtrics emails through to your inbox on the browser version.

5. Find the “blocked senders” section on the page.



options

- account
- organize email
- groups
- site mailboxes
- settings
- phone
- block or allow**
- apps

block or allow

- Don't move email to my Junk Email folder
- Automatically filter junk email

safe senders and recipients

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



enter a sender or domain here



- a.c@funent.ccsend.com**
- abby.ramos@thestudio.com
- abbyslegendarypizza@abbyslegendarypizza.fbmta.com
- adria.paschal@oit.edu
- aja@concertideas.com

Trust email from my contacts

blocked senders

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



enter a sender or domain here



- 94wr@shope-funtastic.org**
- abc.news@endofthetrailsaloon.com
- amazon.gift@homeyrealty.com
- amazon.members.bonus@teddybearportraits.com
- amazon.survey@fishegear.com

save

Follow these steps to allow Qualtrics emails through to your inbox on the browser version.

6. Find “noreply@qemailserver.com” and select it.



options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

block or allow

safe senders and recipients

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



enter a sender or domain here



- a.c@funent.ccsend.com
- abby.ramos@thestudio.com
- abbyslegendarypizza@abbyslegendarypizza.fbmta.com
- adria.paschal@oit.edu
- aja@concertideas.com

Trust email from my contacts

blocked senders

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



enter a sender or domain here



- no-reply@mail.instagram.com
- noreply@qemailserver.com
- notification@skpsoft.com

Don't trust email unless it comes from someone in my Safe Senders and Recipients list or local senders

save

Follow these steps to allow Qualtrics emails through to your inbox on the browser version.

7. Click on the “-” symbol

8. Click “save”.

9. Make sure it saves by checking the list again. If it is not there, it worked!



options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

block or allow

-

safe senders and recipients

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



enter a sender or domain here



a.c@funent.ccsend.com

abby.ramos@thestudio.com

abbyslegendarypizza@abbyslegendarypizza.fbmta.com

adria.paschal@oit.edu

aja@concertideas.com

Trust email from my contacts

blocked senders

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



enter a sender or domain here



no-reply@mail.instagram.com

noreply@ishad.info

noreply@qemailserver.com

notification@sindbah.com

notification@skpsoft.com

Don't trust email unless it comes from someone in my Safe Senders and Recipients list or local senders

save