Blocked Senders in Outlook

If you are not receiving an email from a certain user that claims they sent something to you it is worth checking to see if they are on the blocked senders list. Also check junk mail to see if their email ended up there.

You can block a sender by selecting an email from the sender and then right clicking on it then click on Block Sender.

If you open the Junk E-Mail Options you can type in senders that you want to block

From the home tab you can select Junk and also open Junk E-Mail Options.
Select the Blocked Senders tab and you can then Add or remove senders.