How to Add Emails to Your Safe Sender List:

Launch Microsoft Outlook 2010, click the Junk drop down box under the Home tab and then choose Junk Email Options. Now in the Junk Email Options window, navigate to the Safe Sender tab and check the Automatically add people I e-mail to the Safe Senders List option. Click OK to complete the configuration.

If you are using a different version of Microsoft Outlook, you can find instructions for how to add email addresses to your safe sender list online.