

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.