

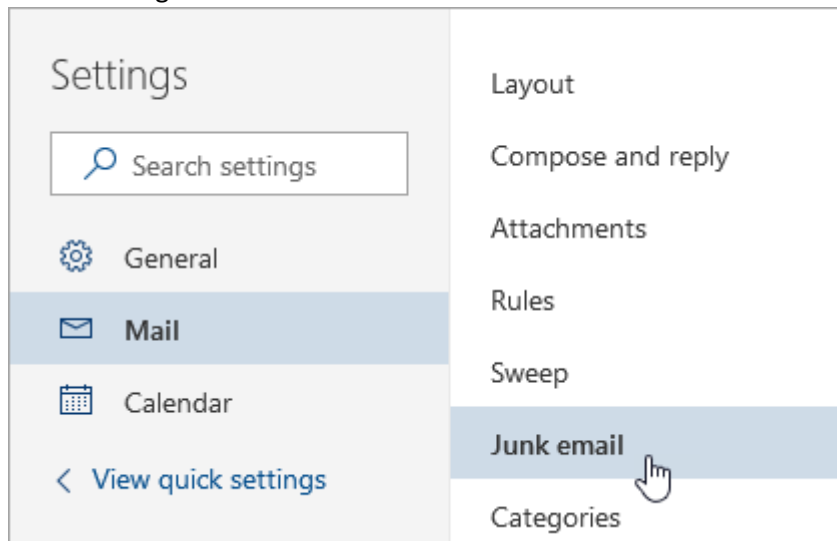
How to add an email address to my “safe senders” list:

Classic Outlook (usually used on your laptop or computer)

1. Open Outlook
2. Select the “home tab”
3. In the ribbon below the “home tab” look for “junk” (it will have a small downward arrow next to it)
4. Click on “junk” and select “junk email options”
5. Select the “safe senders” tab and add the email address in

New Outlook or Web-based Outlook

1. Select Settings > Mail > Junk email.



2. Under Junk email, scroll down to Senders, and select the Safe senders and domains tab.
3. Select + Add safe sender, and enter the email address for the recipient you want to add.
4. Select OK, and then select Save.

Gmail

1. Open Gmail and go to Settings: Log in to your Gmail account and click on the gear icon in the top right corner, then select "See all settings".
2. Navigate to Filters and Blocked Addresses: Click on the "Filters and Blocked Addresses" tab.
3. Create a new filter: Click on "Create a new filter".
4. Specify the sender: In the "From" field, enter the email address or domain you want to add to your safe senders list. For example, you can enter an individual email address like "example@email.com" or a domain like "@email.com".
5. Create the filter: Click on "Create filter".
6. Choose the action: Select the "Never send it to spam" option.
7. Finalize the filter: Click on "Create filter" again to save the settings.