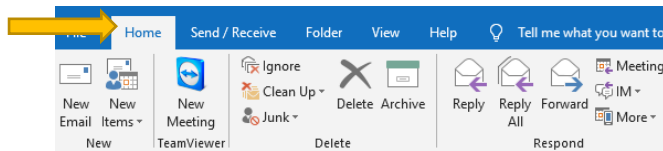


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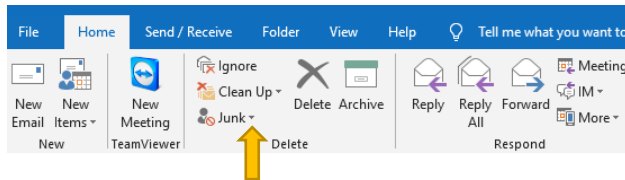
Adding users to “Safe Email” list

To add a user’s email to the “Safe Senders”:

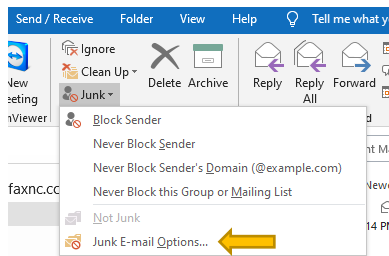
Click “Home” from the Outlook menu;



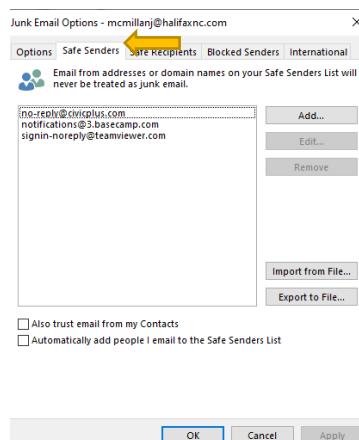
Click the arrow next to “Junk”



Select “Junk E-mail options”



Click the “Safe Senders” tab



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Click “Add”, then enter users email address, click “apply” then “OK”

