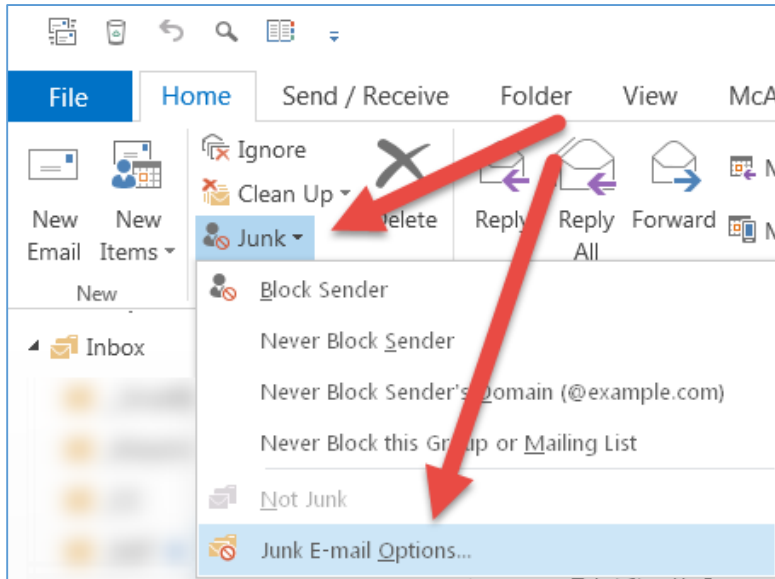
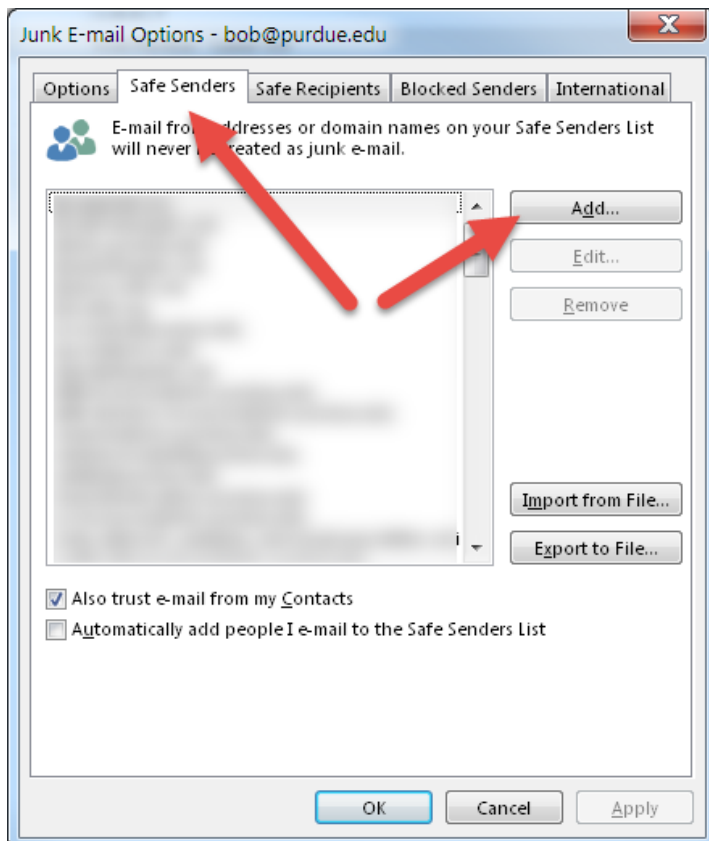


## How to add an email address to the Outlook “Safe Senders” list

1. Open **Outlook** and go to the **Home** tab
2. Look for the “Junk” button on the ribbon and click the small down-arrow on the button and select “Junk E-Mail Options...”:

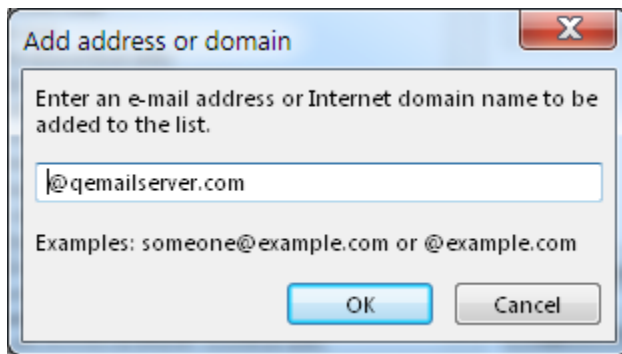


3. When the Junk E-mail Options dialog box appears, select the “**Safe Senders**” tab and then click the “**Add...**” button:



(next page)

4. Enter the address you want to add to the Safe Senders list and then click **OK**:



Note: If you want to allow anyone from a particular organization to send email to you, simply remove the “username” from the address and add the company name prefixed with the @ symbol. Examples:

@qemailserver.com      ← this is the Qualtrics email address  
@purdue.edu  
@pnc.edu

5. Click OK to close the Junk E-Mail Options dialog box and that’s it. You’ve added an email address to the Safe Senders list and that email address will never be blocked or filtered by the Outlook Junk Mail filter.