

Outlook 2003 and 2007

Steps to add Approved Sender to your Email

1. On the Tools menu, click Options.
2. Go to the Preferences tab, click Junk E-mail (under E-mail)
3. Click the Safe Senders or Safe Recipients tab
4. Click Add
5. In the e-mail entry box, enter the address you want added and click OK.
6. Repeat steps 1-5 for additional e-mail addresses

Gmail and Yahoo Mail

On Gmail and Yahoo if the sender is in your contacts list then they will be approved to send.

Steps to add Sender's to Gmail Contacts:

To create a contact:

1. Click **Contacts** along the left side of any page.
2. Click the **New Contact** button in the top-left corner of the Contact Manager.
3. Enter your contact's information in the appropriate fields.
4. Click **Save** to add your contact.