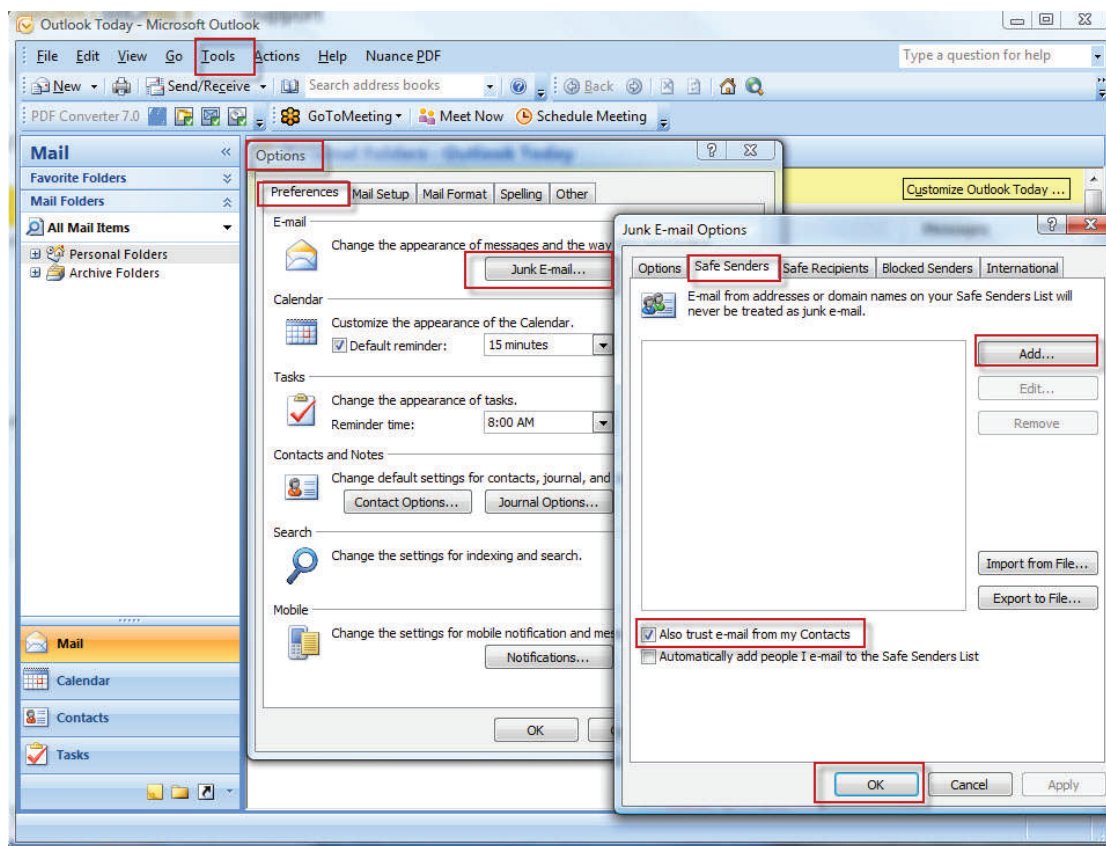


How to Add Safe Senders in MS Outlook (2003/2007/2010)

OUTLOOK 2003 & 2007

1. At the top of your Outlook window, from the "Tools" drop-down list, select "Options."
2. On the "Preferences" tab, in the first section (E-Mail), click the "Junk E-mail..." button.
3. Select the "Safe Senders" tab.
4. For each sender you want to whitelist, click the "Add..." button.
5. In the "Add address or domain" window is a field where you will type the Internet Domain name to be added to the list (for example "@customusb.com" - without the quotations).
6. Click OK.
7. If not already checked, place a check in the "Also trust e-mail from my Contacts" checkbox.
8. Click OK.
9. Click OK again.
10. Restart Outlook.



OUTLOOK 2010

1. Select the "Home" tab.
2. In the Delete group, click the "Junk" button.
3. From the drop-down list, select "Junk E-mail Options..."
4. Select the "Safe Senders" tab.
5. For each sender you want to whitelist, click the "Add..." button.
6. In the "Add address or domain" window is a field where you will type the Internet domain name to be added to the list (for example "@customusb.com" - without the quotations).
7. Click OK.
8. If not already checked, place a check in the "Also trust e-mail from my Contacts" checkbox.
9. Click OK.
10. Restart Outlook.