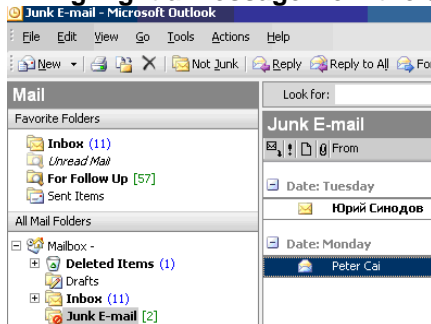




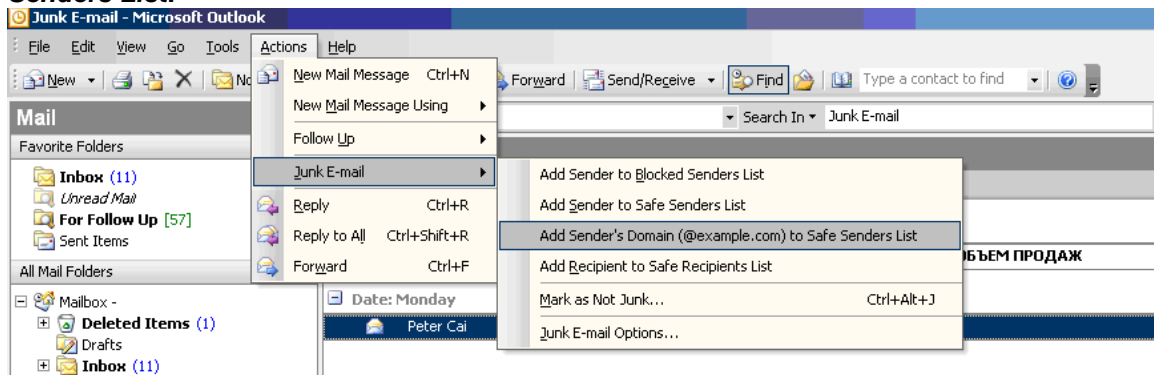
Please, take the following steps, based upon the version of outlook the employee uses:

1. Highlight a message from the sender you would like to add to your safe senders list:



2. Go to Actions tab, select *Junk E-Mail*, and select the *Add Senders Domain to Safe*

Senders List:



3. Click on OK on the popup:

