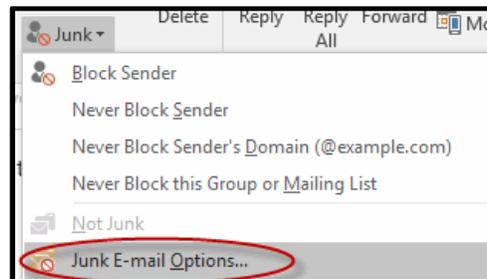

Adding a Sender to the Safe Senders List in Microsoft Outlook

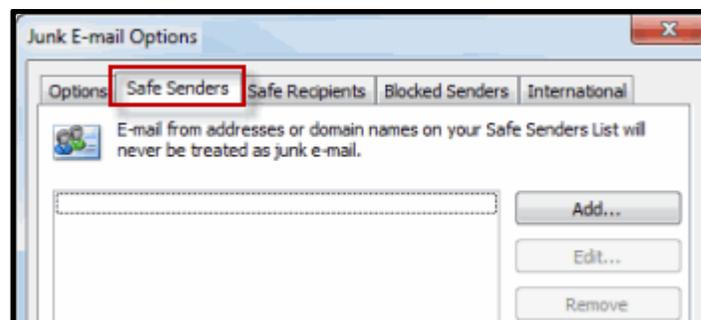
Step 1: On the Ribbon, from the **Home** tab, in the Delete group, select **Junk**.



Step 2: From the **drop-down list**, select **Junk E-mail Options**.

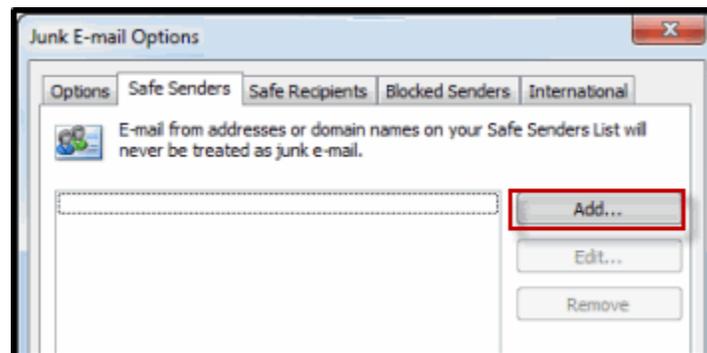


Step 3: Select the **Safe Senders** tab.



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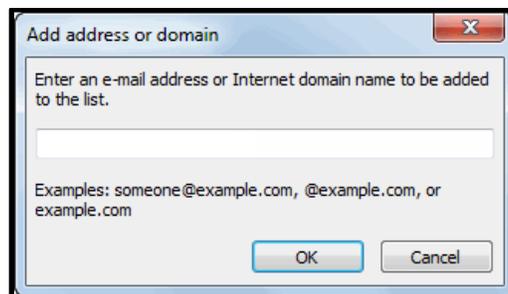
Step 4: Click Add.



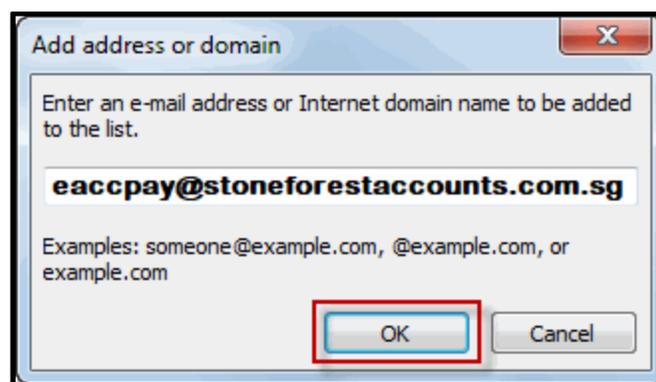
Step 5: In the Add address or domain dialog box, type an email address or domain.

Type in the below 2 addresses one after the other

1. eaccpay@stoneforestaccounts.com.sg
2. eservices@stoneforestaccounts.com.sg



Step 6: Click OK.



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Step 7: In the Junk E-mail Options dialog box, click Apply to save your changes. Emails from this sender will now be prevented from automatically going to your Junk E-mail folder.

