

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.





Document by ICT Team @ JCUS Step 4: Click Add.

J	unk E-mai	I Options			×			
I.	Options	Safe Senders	Safe Recipients	Blocked Senders	International			
	E-mail from addresses or domain names on your Safe Senders List will never be treated as junk e-mail.							
					Edit			
					Remove			

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

Add address or domain						
Enter an e-r to the list.	Enter an e-mail address or Internet domain name to be added to the list.					
Examples: s example.co	Examples: someone@example.com, @example.com, or example.com					
		ОК	Ca	ncel		

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.

Junk E-mail Optio	ns		×			
Options Safe Se	enders Safe Recipients	Blocked Senders	International			
E-mail from addresses or domain names on your Safe Senders List will never be treated as junk e-mail.						
eaccpay@st	oneforestaccounts.	com.sg	Add			
eservices@s	toneforestaccounts	Edit				
			Remove			
Also trust e-n	Import from File Export to File					
	OK Cancel Apply					