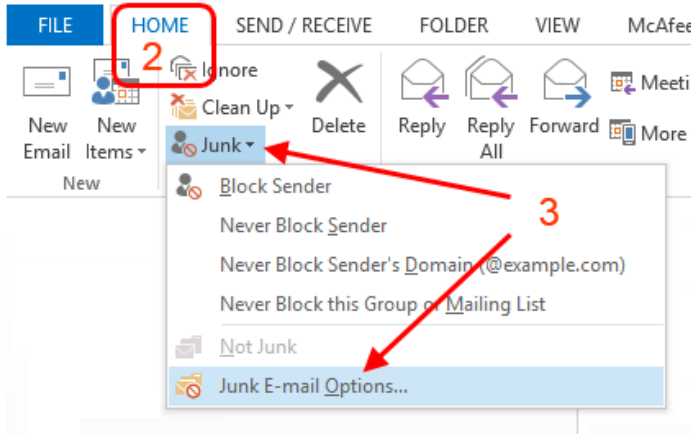


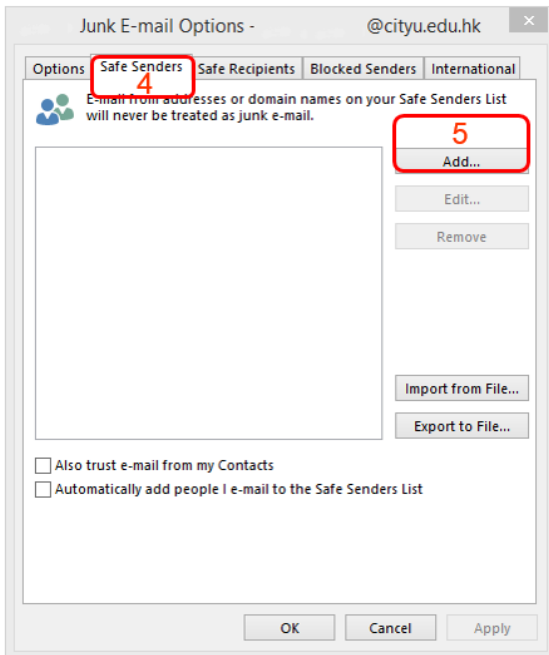
You can set up Safe Sender List in your Microsoft 365 (M365) account so that email sent from those email addresses listed in the Safe Sender List are always received in your Inbox.

Following is the setup procedure in **Microsoft Outlook 2013**:

1. Open Outlook.
2. Click **HOME** at the top menu bar.
3. Under **Junk** heading, click **Junk E-mail Options...**



4. Click on the **Safe Senders** tab.
5. Click **Add**.



6. Type the email address or domain.
7. Click **OK**.

The image shows a dialog box titled "Add address or domain" with a close button (X) in the top right corner. The main text inside the dialog reads: "Enter an e-mail address or Internet domain name to be added to the list." Below this text is a text input field. A red box with the number "6" is drawn around the left side of the input field. Underneath the input field, there are examples: "Examples: someone@example.com, @example.com, or example.com". At the bottom of the dialog, there are two buttons: "OK" and "Cancel". A red box with the number "7" is drawn over the "OK" button.