Adding a Safe Sender/Trusted Domain

Microsoft Outlook 2010 users:

1. On the **Home** tab, in the **Delete** group, click **Junk**, and then click **Junk E-mail Options**.
2. In the **Enter an e-mail address or Internet domain name to be added to the list** box, enter '**@speakerready.com'**

   For example:
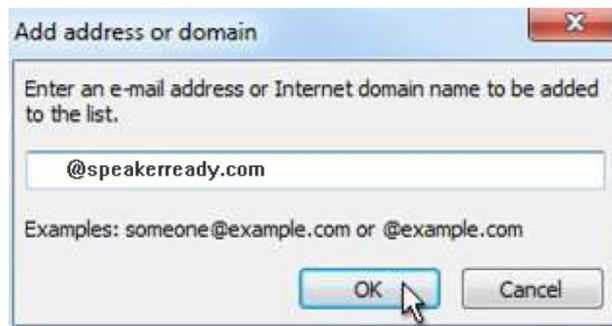
3. Click on 'OK'.

Microsoft Outlook 2003 users:

To manually add names or domains to these lists, do the following:

1. On the **Actions** tab, click on **Junk E-mail**, then click **Junk E-mail Options**, then **ADD**
2. In the **Enter an e-mail address or Internet domain name to be added to the list** box, enter '**@speakerready.com'** For example:
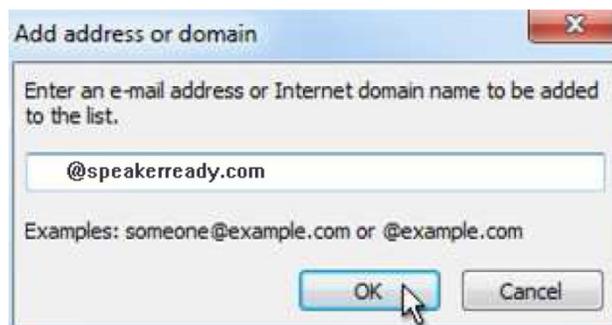
3. Click on '**Apply**' and then click on '**OK**'.

Other Email Client Users:

Please consult the help resources for your email client and search for 'Safe Senders'