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:

Enter an e-mail address to the list.	s or Internet domain name to be added
@speakerready.co	DM
Examples: someone@e	xample.com or @example.com
	OK N Cancel

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
- 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'

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