

How to Add an Email Address to Your Safe Senders List

Credit to:

http://help.verticalresponse.com/how-to/tutorial/add_our_address_to_your_safe_sender_list/

Email Account Providers

Gmail

- Step 1 Open the email.
- Step 2 Click on More Options in the upper right hand corner of the message.
- Step 3 Click on Add Sender to Contacts List in the header of the email.
- Step 4 A confirmation message will be displayed above the email.

Microsoft Outlook Express 6+

- Step 1 Open the email
- Step 2 Left-click the sender icon, or right click the sender's name
- Step 3 Click Add to contact
- Step 4 Click Save and close

Microsoft Outlook 2003

- Step 1 Open the email
- Step 2 Select Actions on the toolbar
- Step 3 Select Junk Email from the drop-down menu
- Step 4 Select Add sender to Safe Senders List
- Step 5 Verify that our contact information is correct and click Ok

Microsoft Outlook 2007

- Step 1 Open the email
- Step 2 Click Options on the Tools menu
- Step 3 On the Preferences tab, under Email, click Junk E-mail
- Step 4 Select Safe Senders or Safe Recipients tab and click add
- Step 5 Enter the email address of the contact and click Ok

MSN Hotmail (Classic)

- Step 1 Open the email.
- Step 2 Click Save Address in the menu bar.
- Step 3 Verify that our contact information is correct
- Step 3 Click OK on the next screen.

Window Live Hotmail: Adding to the Address Book doesn't automatically add you to the Safe Sender list; you must mark the sender as Safe.

- Step 1 Open the email
- Step 2 Click on the Mark as Safe link

Yahoo! Mail

- Step 1 Open the email
- Step 2 Select the Add to Address Book link.
- Step 3 Enter the email address of the contact and click on Save Contact.

AOL 8.0+

- Step 1 Open the email
- Step 2 Click Add Address icon
- Step 3 Verify the sender's contact information

AOL Webmail

- Step 1 Click on the Addresses tab in the upper right corner of the Mailbox window
- Step 2 Click on the New drop-down menu and select New Contact.
- Step 3 Type the email address of the new contact in the Screen Name field and click the Save button.

Mozilla Thunderbird

- Step 1 Click the Address book button
- Step 2 Make sure the Personal Address Book is highlighted
- Step 3 Click the New Card button
- Step 4 Under the Contact tab, copy and paste our address and click ok

Earthlink

- Step 1 Open the email
- Step 2 Click Add Sender
- Step 3 Verify that our contact information is correct
- Step 4 Click "Yes"

Entourage

- Step 1 Open the email
- Step 2 Right-click the sender's email address
- Step 3 Select Add to Address Book in the short-cut menu
- Step 4 Verify the sender's contact details

Juno

- Step 1 From the mail screen, click on the Address Book tab.
- Step 2 Insert the email address you would like to add.
- Step 3 Click Quick Add

Mac Mail

- Step 1 Open the email
- Step 2 Right-click the sender's email address
- Step 3 Click Add to contacts in the short-cut menu
- Step 4 Click Save and Close

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