



PGA

Pacific Northwest Section

Central Washington Chapter

Outlook

- **For 2003, 2007 and Express** - Without an example email address in your inbox:
 1. Select Actions from the toolbar at the top of the screen.
 2. Select Junk E-mail.
 3. Select Junk E-mail Options...
 4. Click the Safe Sender tab.
 5. Click **Add**.
 6. Type in the email address you wish to add to your safe sender list.
 7. Click **OK**.
- **For 2003, 2007 and Express** - With an example email address in your inbox:
 1. Open the email.
 2. In the Toolbar options at the top, click the **Safe Lists** drop-down.
Note: This is located in the "Junk Email" section
 3. Select "Add sender to Address book".
 4. Click **OK**.
- **For 2003, 2007 and Express** - To white list an entire domain:
 1. Open the email.
 2. In the Toolbar options at the top, click the **Safe Lists** drop-down.
Note: This is located in the "Junk Email" section
 3. Select "Add Sender's Domain (@example.com) to Safe Senders List.
 4. Click **OK**.
- **For 2010**
 1. In Outlook, go to the **Home** tab.
 2. Click the **Junk** button.
 3. Choose "Junk E-Mail Options" from the drop-down list.
 4. Go to the **Safe Senders** tab.
 5. Type in either the email address or the domain name you wish to add.
 6. Click **OK**.
- **For 2013**
 1. In Outlook, go to the Home tab.
 2. Click **Junk > Junk Email Options**.
 3. Select the **Safe Senders** Tab and click **Add**.
 4. In the Add address or domain box, enter the email address or the domain name you want to whitelist.
 5. Click **OK** and close the window.
- **Express**
 1. In Outlook, go to the **Tools** menu.
 2. Select "Address Book".
 3. Click **New** and select **New Contact** from the drop-down menu.
 4. Type in email address and include any details you want.
 5. Click **OK**.