How to whitelist our email addresses in Microsoft Outlook (desktop program)



Click on the Safe Senders tab, then click Add



Junk Email Options - X	We have <u>TWO</u> domains and a Gmail address to add to the Safe Senders list
Options Safe Senders Safe Recipients Blocked Senders International Email from addresses or domain names on your Safe Senders List will never be treated as junk email. Add	Our domains are: @sjellisaccountants.com.au @thura.com.au
Edit Add address or domain Enter an email address or Internet domain name to be	Our Gmail address is: steve.ellis6@gmail.com
Examples: someone@example.com or @example.com	Enter our domains and our Gmail address (each has to be added individually)
Export to File Also trust email from my Contacts Also trust add people I email to the Safe Senders List	Click OK after entering each one
OK Cancel Apply	

unk Email Options		line-	×	
Options Safe Sender	Safe Recipients	Blocked Senders	International	
Email from add never be treate	lresses or domain n ed as junk email.	ames on your Safe	Senders List will	
©sjellisaccountants.com.au			Add	
steve.ellis6@gmail.com			Edit	
		27	Remove	
	a mu Contacto	im E	port from File xport to File	Once our two domains and Gmail address hav been added to the Safe Senders list as shown here, click OK
Also trust email from Automatically add r	m my Contacts Seople Lemail to the	a Safe Senders List		
	OF	Cancel	Annalis	

This completes the process of adding our email addresses to your Safe Senders list.

Following the steps above should ensure that our emails go straight to your Inbox, not your Junk folder.