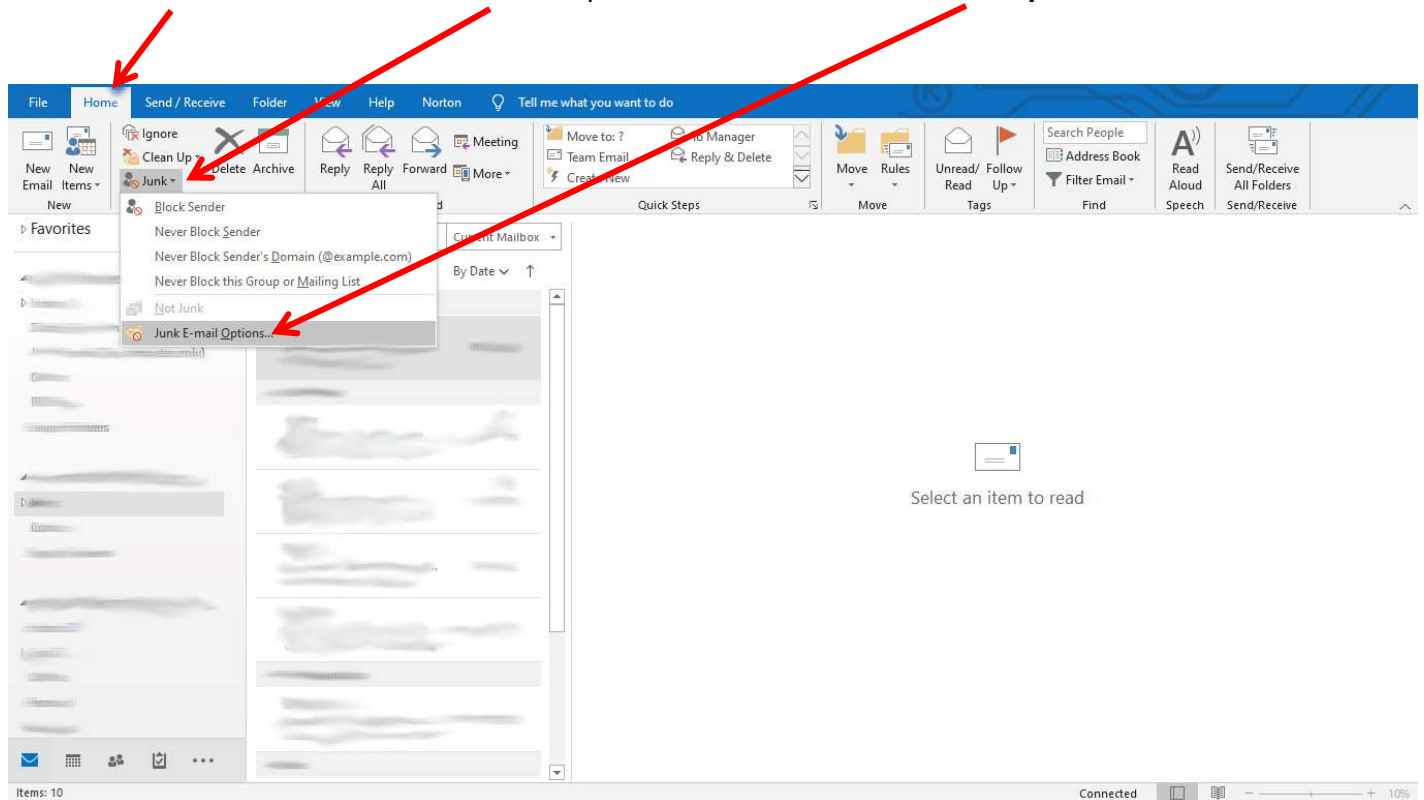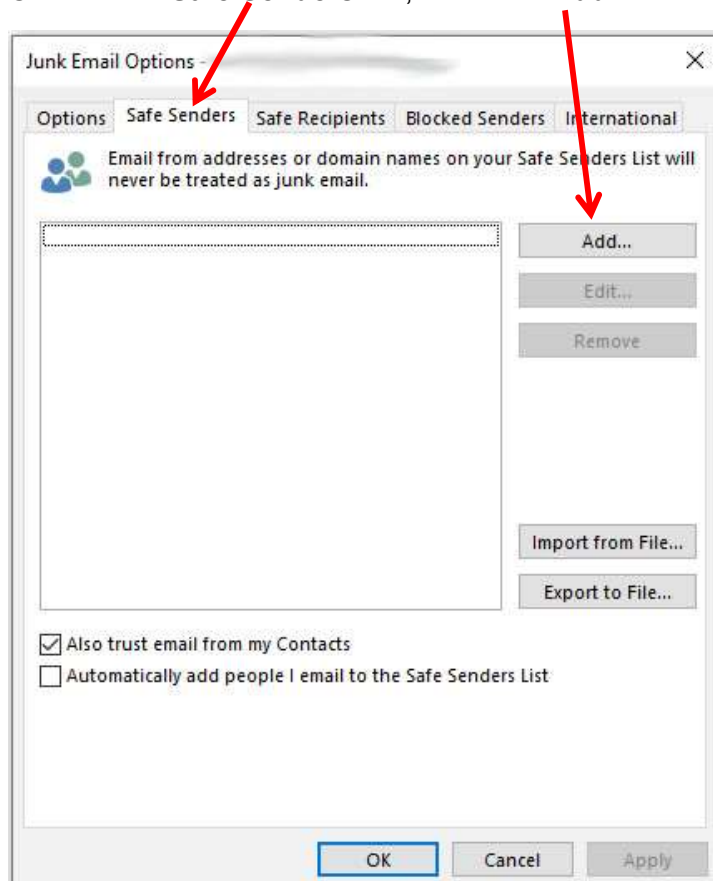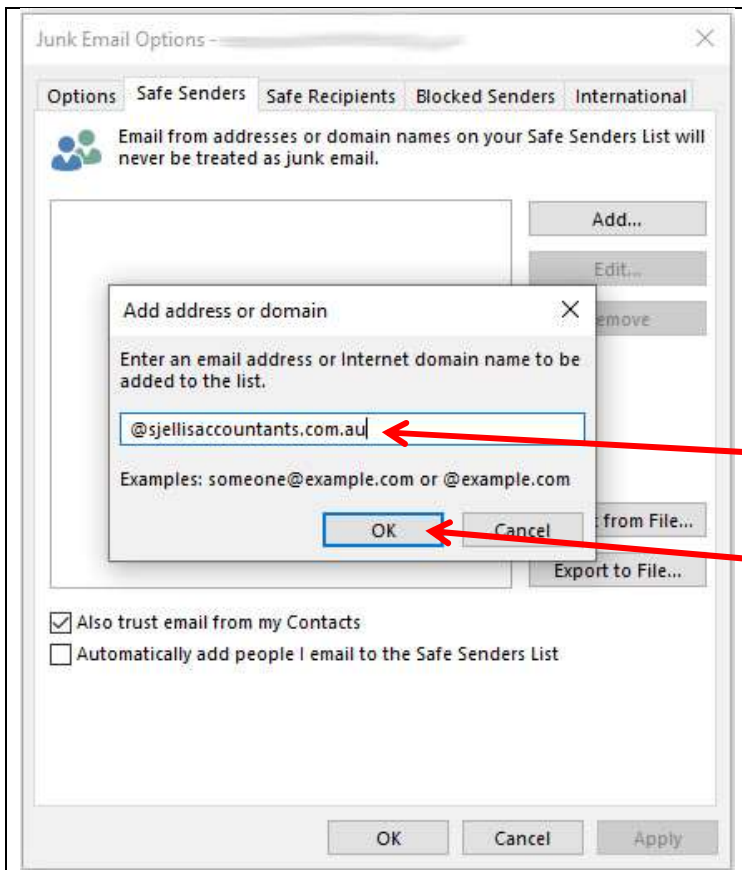# How to whitelist our email addresses in Microsoft Outlook (desktop program)

From the **Home** menu, click on the **Junk** dropdown then select **Junk E-mail Options**

Click on the **Safe Senders** tab, then click **Add**

We have TWO domains and a Gmail address to add to the Safe Senders list
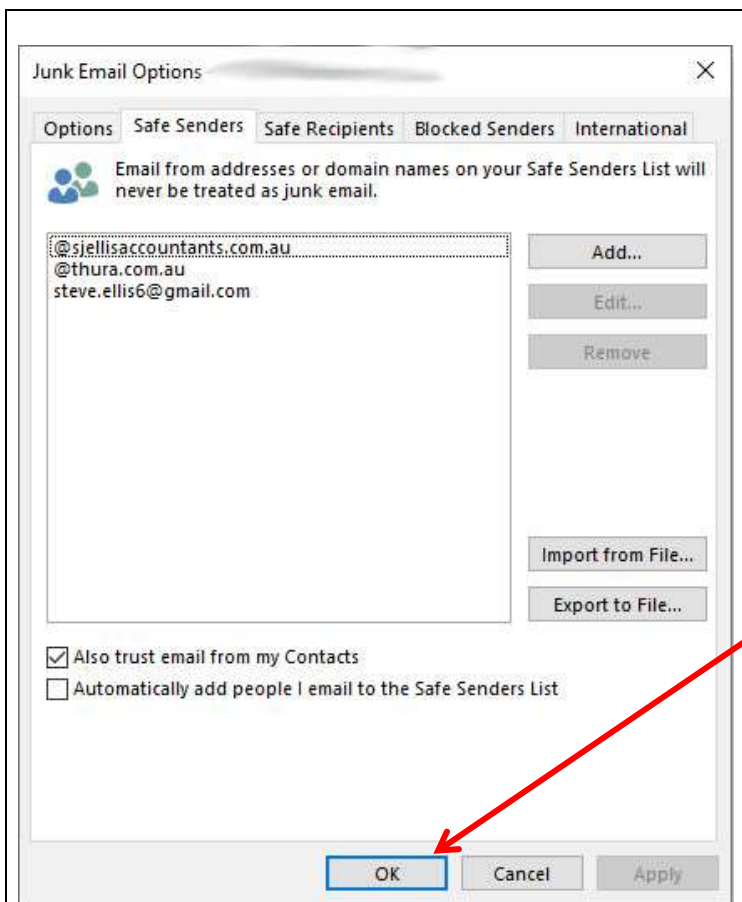
Our domains are:
@sjellisaccountants.com.au
@thura.com.au

Our Gmail address is:
steve.ellis6@gmail.com

Enter our domains and our Gmail address (each has to be added individually)

Click **OK** after entering each one

Once our two domains and Gmail address have been added to the Safe Senders list as shown here, click **OK**

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.