

JUNK EMAIL – SAFE SENDER LIST

It is possible to have a sender's emails sometimes go into the junk email folder and at other times go into the inbox.

If this should occur, and the email is from a known sender, the situation can be corrected by doing the following:

1. Right click on the sender's email.
2. Select the **Junk Email** option.
3. Select **Add Sender to Safe Senders List**.
4. In the dialogue box that appears, select **OK**.
5. Now move the email from the junk folder to the Inbox. This will send future emails from that sender directly to the inbox.

