



Outlook Safe Sender

1. **Open Outlook:** Launch the Outlook application on your computer or go to [Outlook.com](https://outlook.com) in your web browser.
2. **Go to Settings:**
 - For the desktop app: Click on the **Home** tab, then select **Junk** and choose **Junk E-mail Options**.
 - For Outlook.com: Click on the **Settings** icon (gear) in the top right corner, then select **View all Outlook settings** at the bottom.
3. **Navigate to Safe Senders:**
 - In the desktop app: In the **Junk E-mail Options** window, go to the **Safe Senders** tab.
 - In Outlook.com: Go to **Mail > Junk email**.
4. **Add Email Address:**
 - Click on **Add**.
 - Enter the email address or domain you want to add to the safe senders list.
 - Click **OK** or **Save** to confirm.
5. **Save Changes:**
 - Ensure you save any changes made to the settings.

Gmail Safe Sender

1. **Open Gmail:** Go to [Gmail.com](https://gmail.com) and log into your account.
2. **Go to Settings:**
 - Click the **gear icon** in the top right corner.
 - Select **See all settings**.
3. **Create a Filter:**
 - Navigate to the **Filters and Blocked Addresses** tab.
 - Click on **Create a new filter**.
4. **Enter Email Address:**
 - In the **From** field, enter the email address or domain you want to add to the safe senders list.
 - Click on **Create filter**.
5. **Set Filter Actions:**
 - Check the box next to **Never send it to Spam**.
 - Optionally, you can also check **Always mark it as important**.
 - Click **Create filter** to save the changes.

For other email clients, you can find the steps by searching on Google using the phrase: "How to add emails to your safe sender list in [email client name]."