

Outlook Users

Open the email from the sender you would like to add to the safelist.
Click on the "Junk" link next to the delete button in the top left corner.
Click on "Never Block Sender" in the drop-down options below the 'Junk' icon.
Their email message will be automatically added to your Outlook safe senders list.

Outlook (Web Version) Users

Once logged in, click on the cog in the top right-hand side of your inbox.
Click on "Safe Senders" under the "Mail" tab.
Open the email from the sender you would like to add to the safelist.
Enter the email address of the sender and click the plus sign.
Your sender will be automatically added to your Outlook safe senders list.

Apple Mail

Open the email from the sender you would like to add to the safelist.
Click on the sender's email address at the top of the email
A list of options will appear on a drop down
Click on "Add to Address Book"
Your sender will be automatically added to your Apple Mail safe senders list.

Gmail® Users

Open the email from the sender you would like to add to the safelist.
Click on the arrow next to an email icon on the far right.
Select "Add To Contacts".
You will see the text "Added *Email Address* to contacts." Appear at the top of the screen, meaning your new contact has been added to your Gmail Safe senders list.

Via an iPhone/iPad

Open the email from the sender you would like to add to the safelist.
Tap the sender's name in the "From" line.
On the next screen, tap "Create New Contact".
Add the details of the email sender (the email will be populated otherwise you will need to add the sender's other details, name, address etc)
Tap "Done".

Via an Android Phone

Tap to open the email from the sender you would like to add to the safelist.
Tap the icon next to the email address on the left-hand side.
Tap "Create contact".
Add the details of the email sender (the email will be populated otherwise you will need to add the sender's other details, name, address etc).
Tap "save".