
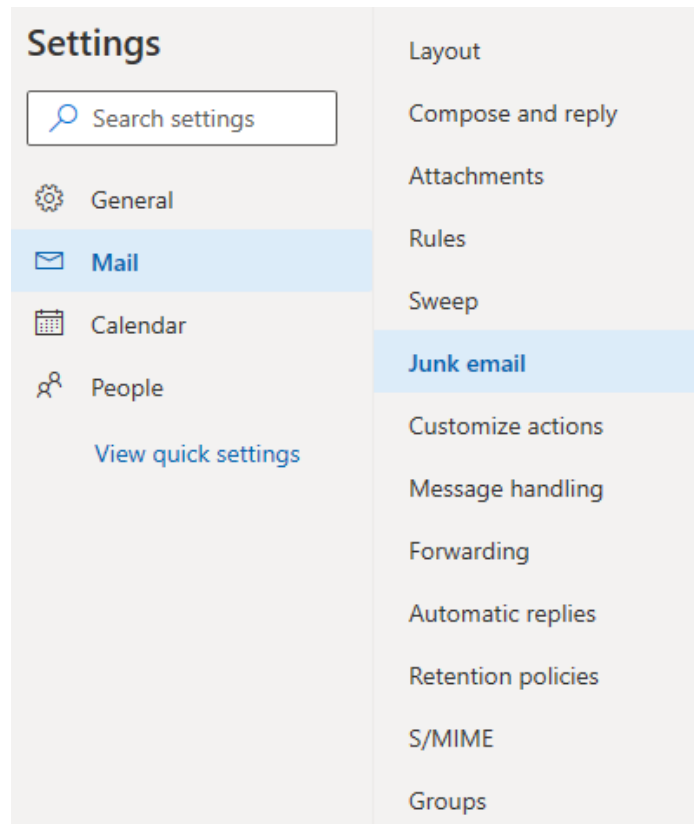


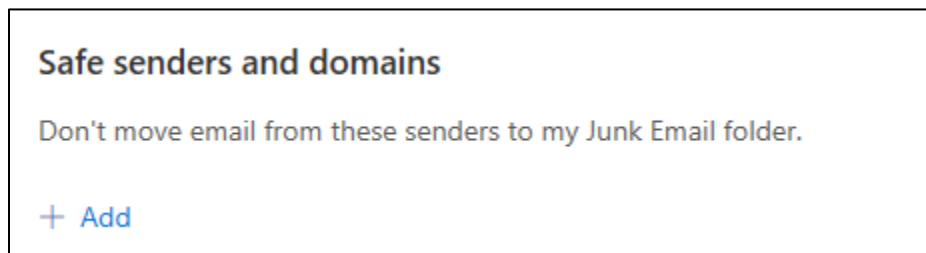
Add a sender to the safe senders list (whitelist):

Webmail

- Open a browser and go to outlook.office.com
- Login with your full email address and current Catnet password
- Click the gear in the upper right: 
- Select View all outlook settings (at bottom)
- Click Mail on the left, and then Junk email on right



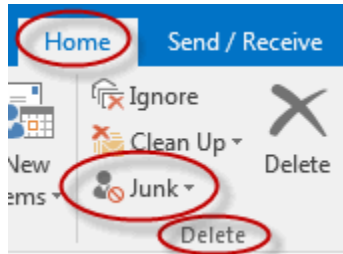
Under Safe senders and domains on the right, click Add & enter the email address, and then press Enter.



- When finished, click the X in the upper right to exit this screen
- You can then sign out of Webmail (optional)

Outlook on a PC

- On the Ribbon, in the Delete group, click on the Junk email icon:



- Select Junk E-mail Options
- Click the Safe Senders tab
- Click Add
- Enter an email address or domain in the dialogue box
- Click OK -> Apply -> OK

Outlook on a Mac: currently not available, but you can use the instructions for Webmail above.