

Adding someone to your Safe Senders List in Outlook 2007 and 2003

1. With Outlook open on the action toolbar at the top click on **Tools** and choose **Options** from the dropdown list.
2. On the **Preferences** tab under **Email** click on **Junk Email**.
3. Click on the tab **Safe Senders** tab click **Add**.
4. Type **@calszone.com** in the box and click **OK**.
5. Click **OK** twice more.