

Method One

To add an address or domain to the Safe Senders list in Outlook:

- 1. Go to the Home tab.
- 2. In the **Delete** group, select **Junk**.
- 3. Select Junk E-mail Options.



- 4. In the Junk Email Options dialog box, go to the Safe Senders tab.
- 5. Select Add.

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6. In the Add address or domain dialog box, enter the email address or domain name you want to whitelist. In this case: noreply@qualitecloud.com or @qualitecloud.com

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7. Select OK.

Method Two

- 1. Select one of our emails in your inbox (this may be in your junk or clutter folder)
- 2. Right click and go to 'Junk'
- 3. Choose 'Never Block Sender's Domain'

