HOW TO ADD EMAILS OR DOMAINS TO THE SAFE SENDER LIST

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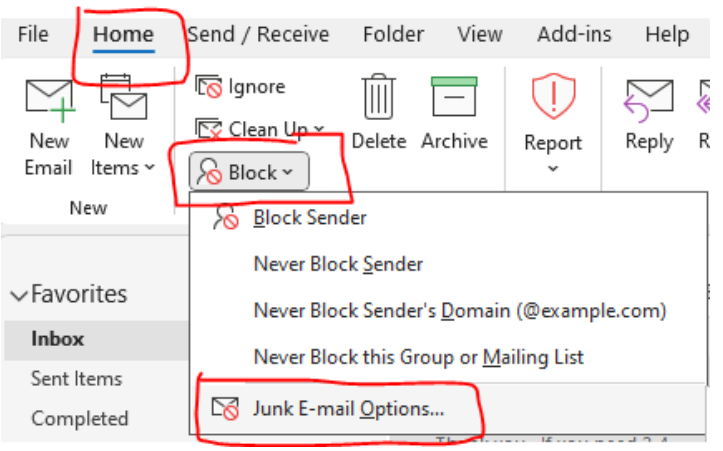
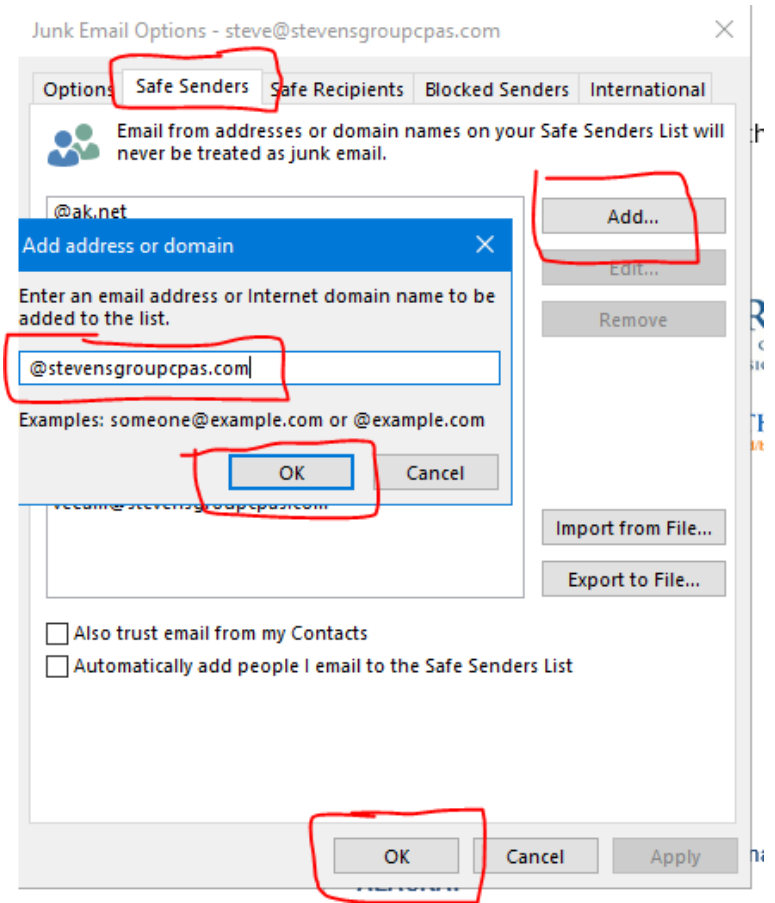
ADD SAFE SENDER TO OUTLOOK DESKTOP

1. Open Outlook and go to the **Home** tab.
2. Click on **Block** and then **Junk E-mail Options**.

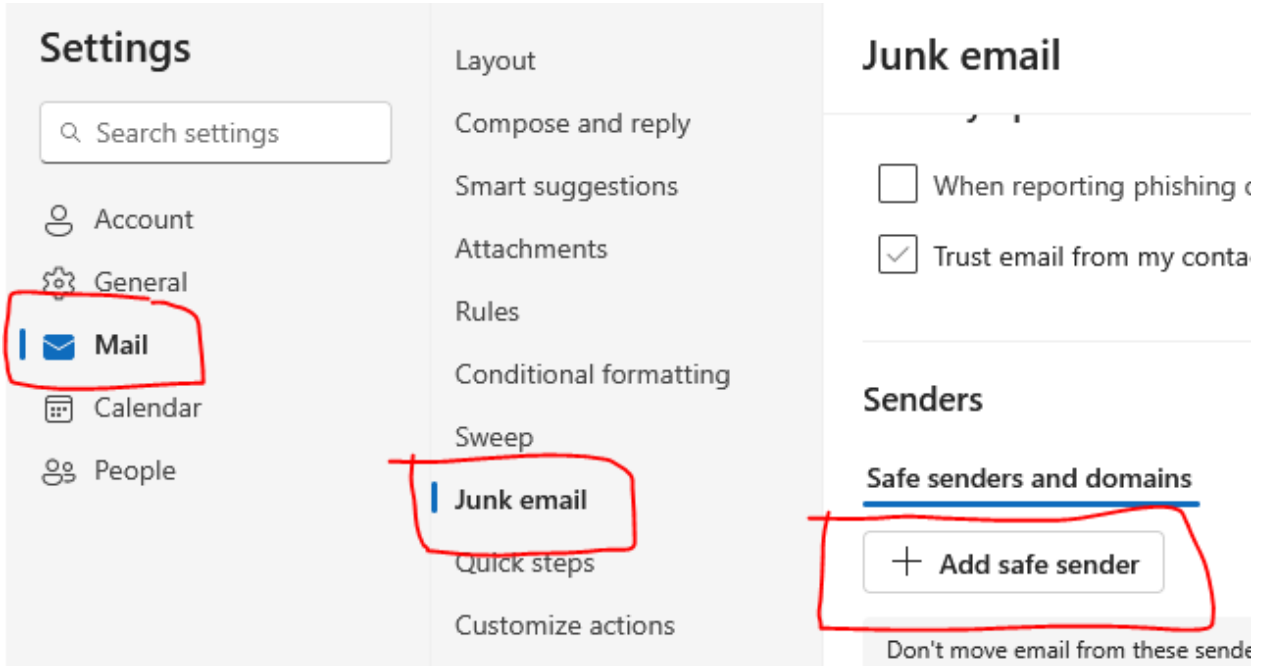


3. Go to the **Safe Senders** tab (See image below).
4. Click **Add** and enter the email address or domain you want to add.
5. In the “Add address or domain” field, type @stevensgroupcpas.com
6. Click **OK** to save.

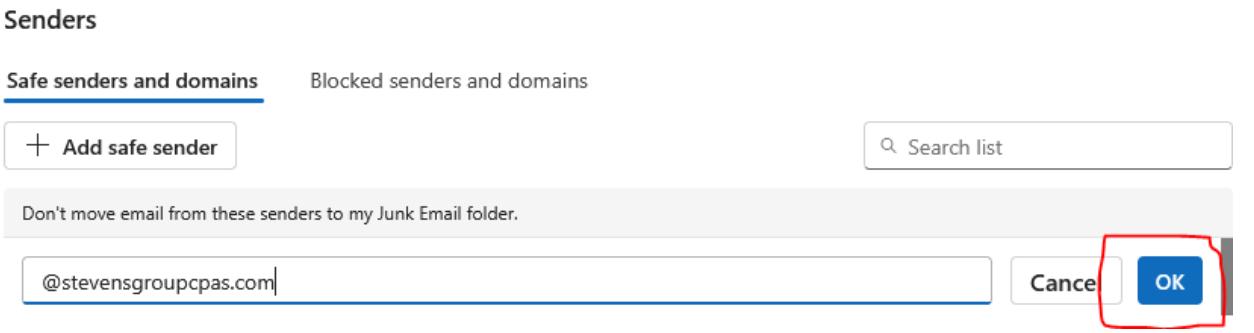


ADD SAFE SENDER TO OUTLOOK ONLINE

1. Go to **Settings** (gear icon) on the top right of the webpage
2. Navigate to **Mail** > **Junk email**.
3. Under **Safe senders and domains**, click **Add**.

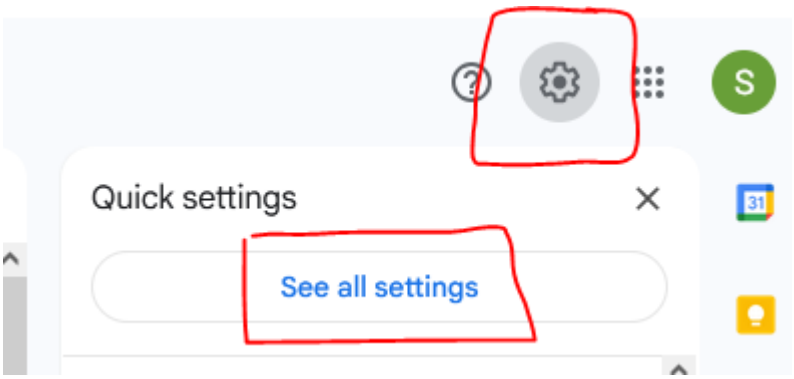


4. Enter @stevensgroupcpas.com (See image below)
5. Click **Ok**.

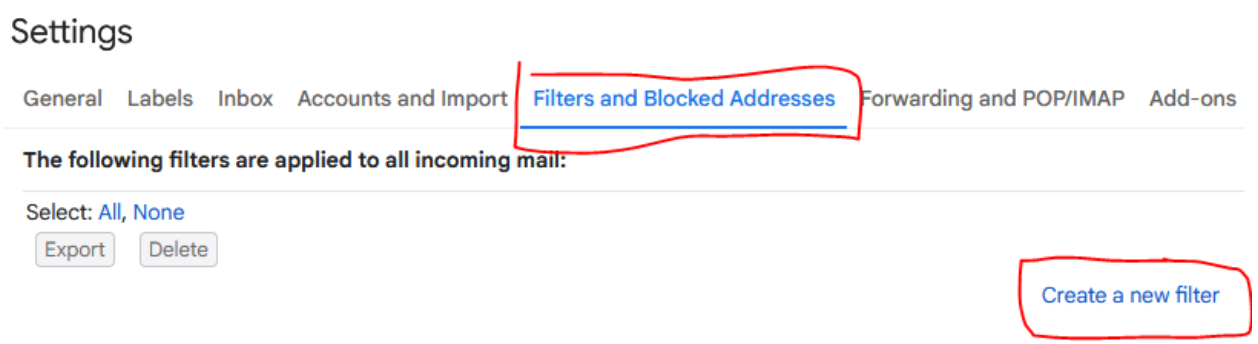


ADD SAFE SENDER TO GMAIL

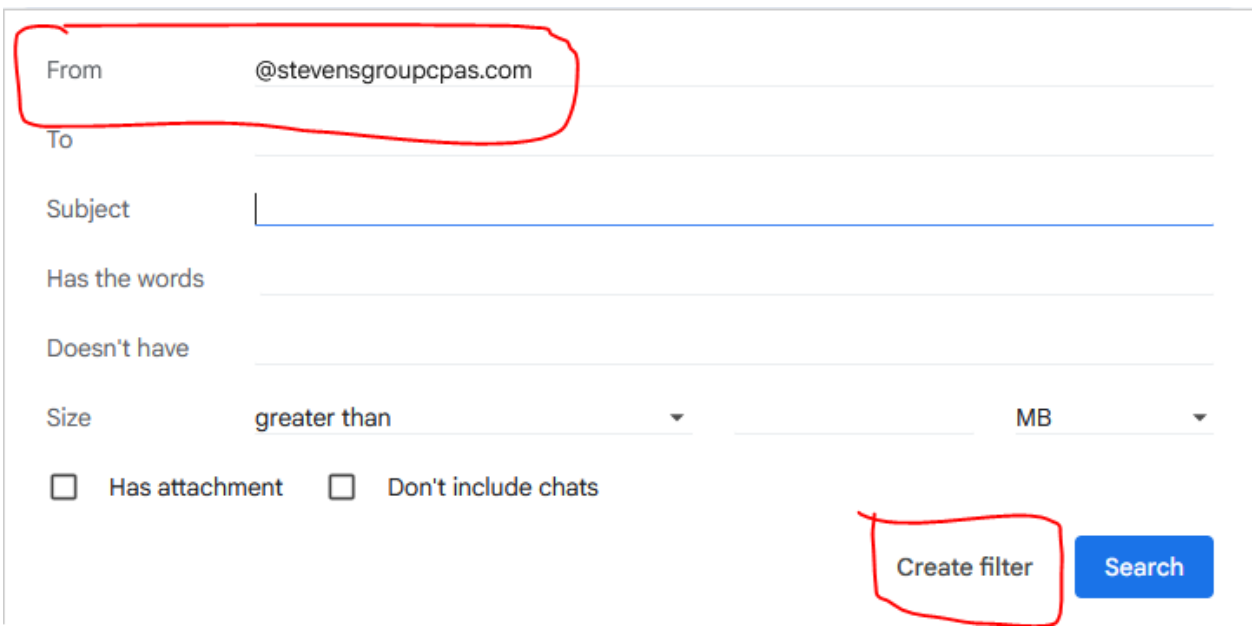
1. Open Gmail and click on the **Settings** (gear icon) and select **See all settings**.



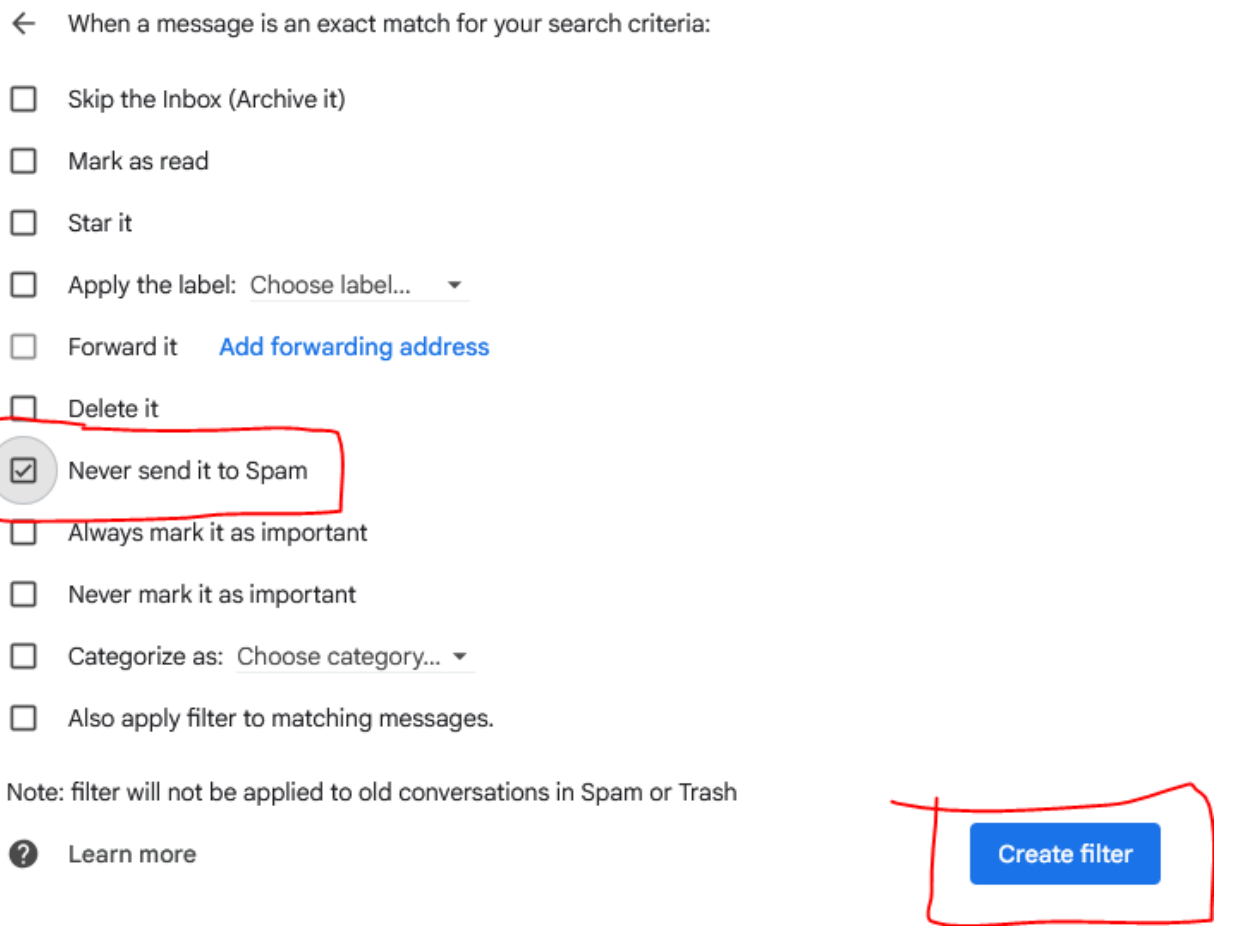
2. Go to the **Filters and Blocked Addresses** tab.
3. Click **Create a new filter**.



4. Enter @stevensgroupcpas.com
5. Click **Create filter**.



6. In the next screen, Check the **Never send it to Spam** box and click **Create filter**.



ADD SAFE SENDER TO GCI

1. Log in to your GCI email account.
2. Go to **Settings**.
3. Navigate to **Mail** > **Spam Settings**.
4. Add the email address or domain to the **Safe Senders** list.
5. Save your changes.