



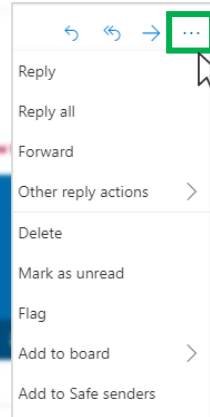
# Outlook.com or Windows Live Mail

## Method one

1 Click on the three dots on the right hand side of the email

DairyReporter Oct 21 news – Dairy Dialog podcast 155/Free webinar: Delivering Through Dairy/FrieslandCampina opens Innovation Experience Centre in China/GEA introduces new powder packaging system for dairies/Record entries for World Cheese Awards

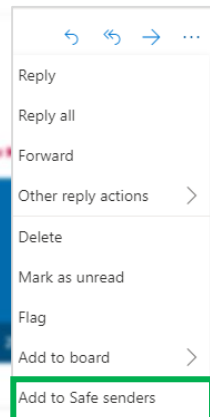
DairyReporter <newsletter@dairyreporter.com>  
Thu 21/10/2021 14:58



2 Select 'Add to safe senders'

DairyReporter Oct 21 news – Dairy Dialog podcast 155/Free webinar: Delivering Through Dairy/FrieslandCampina opens Innovation Experience Centre in China/GEA introduces new powder packaging system for dairies/Record entries for World Cheese Awards

DairyReporter <newsletter@dairyreporter.com>  
Thu 21/10/2021 14:58



3 Click 'OK' on pop up

Add  
newsletter@dairyreporter.com  
to the safe senders list?

Messages from newsletter@dairyreporter.com  
will not be marked as junk.

OK

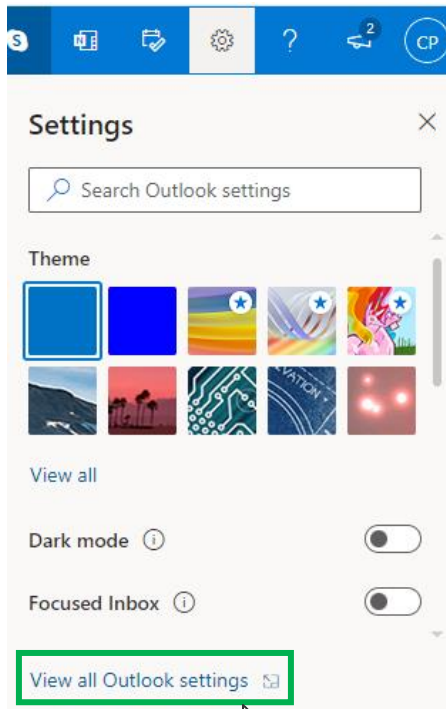
Cancel



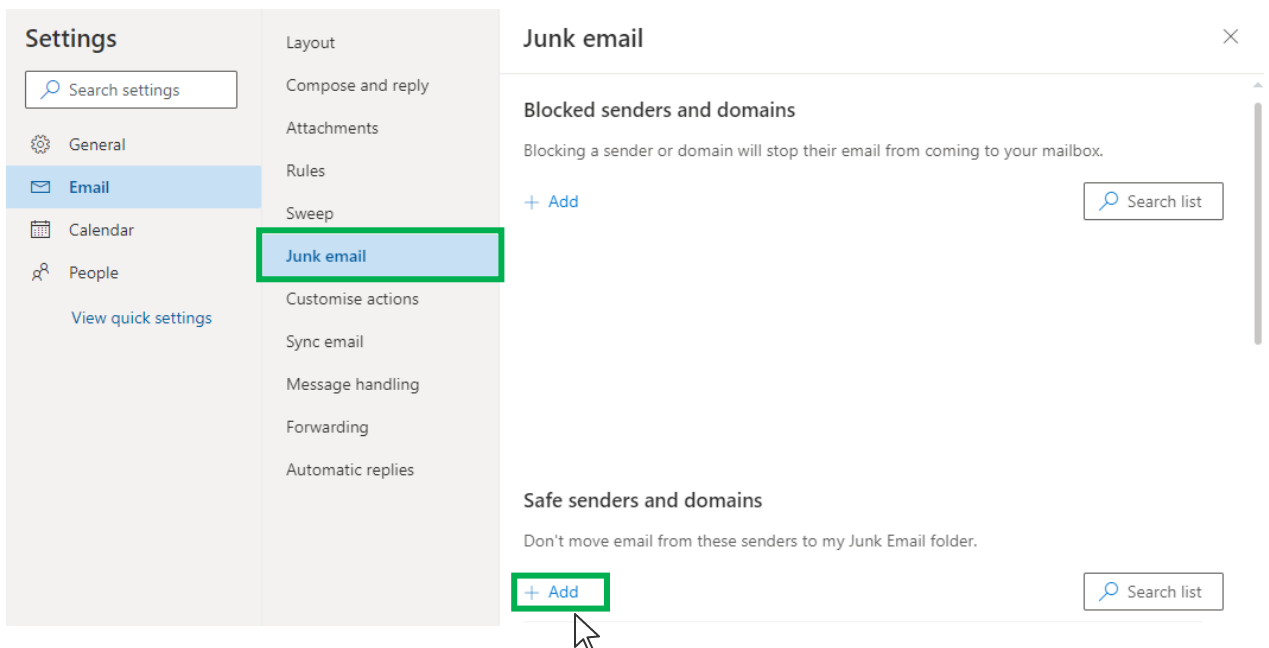
# Outlook.com or Windows Live Mail

## Method two

- 1 Click on the cog icon (Settings Menu) located on the top right and choose 'View all Outlook Settings'



- 2 On the menu located on the left hand side, select 'Junk email' (under Email) and click +Add under 'Safe senders and domains'





# Outlook.com or Windows Live Mail

3

Type '**newsletter@dairyreporter.com**' into the text box and click enter to add us to your safe senders list

The screenshot shows the Outlook settings interface. On the left, the 'Settings' pane is open to the 'Email' section, with 'Junk email' selected. The main pane displays the 'Junk email' settings. Under the 'Safe senders and domains' section, the text 'Don't move email from these senders to my Junk Email folder.' is visible. Below this, there is a '+ Add' button and a search box. The email address 'newsletter@nutraingredients-asia.com' is entered in the search box and is highlighted with a green border. At the bottom right, there are 'Save' and 'Discard' buttons.

4

Press 'Save' at the bottom of the page to complete the process

This screenshot is identical to the previous one, showing the Outlook settings for 'Junk email'. The email address 'newsletter@nutraingredients-asia.com' is still in the search box. In this version, a mouse cursor is pointing at the 'Save' button at the bottom right of the settings pane.