



Outlook.com or Windows Live Mail

Method one

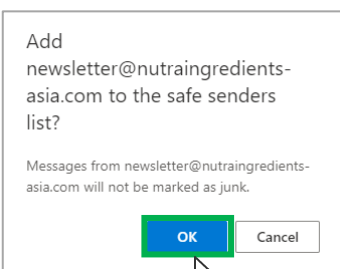
1 Click on the three dots on the right hand side of the email



2 Select 'Add to safe senders'



3 Click 'OK' on pop up

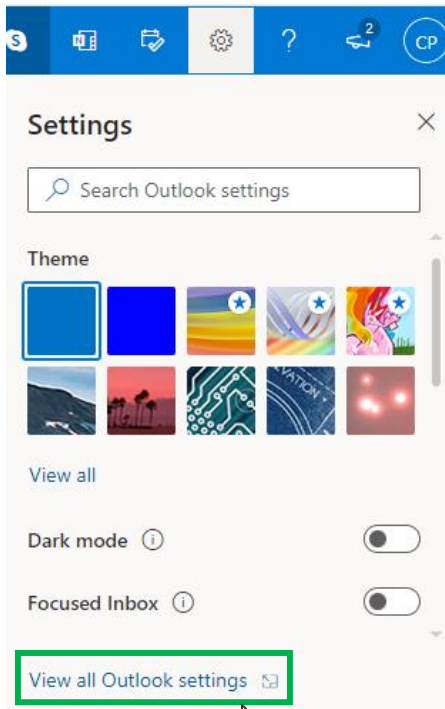




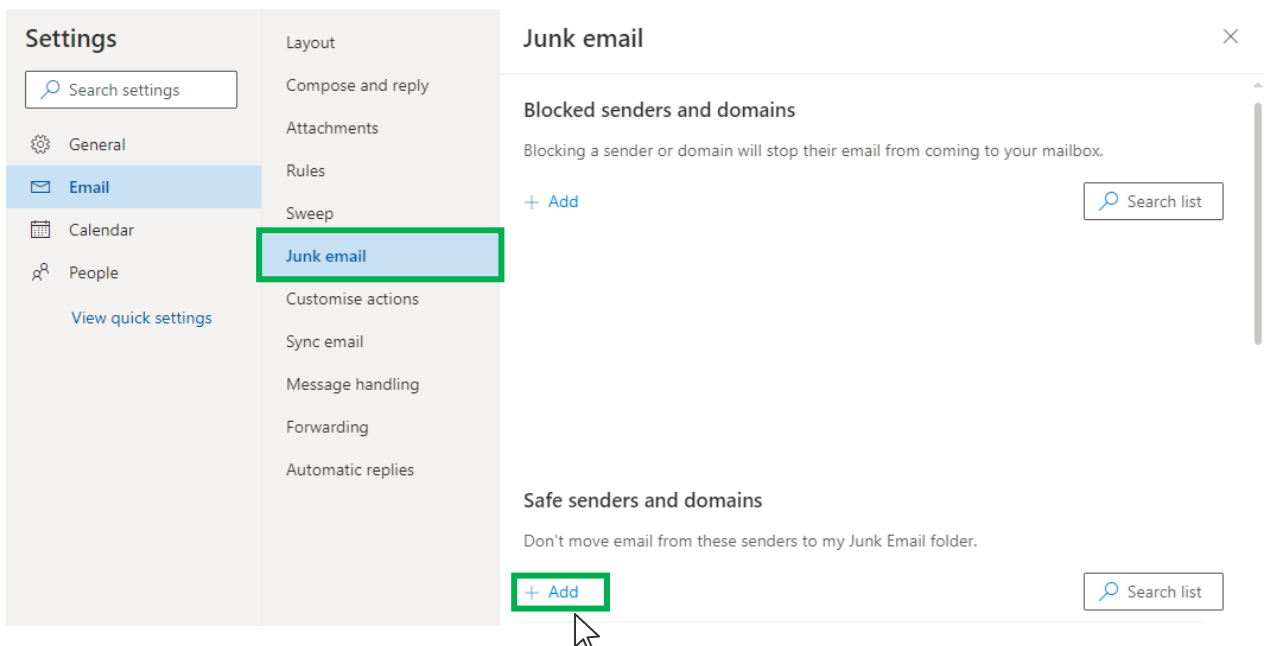
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Method two

- 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'





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3

Type '**newsletter@nutraingredients-asia.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 'Junk email' section. The 'Safe senders and domains' section is active, displaying the instruction 'Don't move email from these senders to my Junk Email folder.' Below this, there is a '+ Add' button and a search box. The email address 'newsletter@nutraingredients-asia.com' is entered into the search box and is highlighted with a green border. At the bottom right of the settings pane, 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 'Junk email' settings with 'newsletter@nutraingredients-asia.com' in the search box. The primary difference is that the 'Save' button at the bottom right is now highlighted in green, and a mouse cursor is pointing at it, indicating the final step of the process.