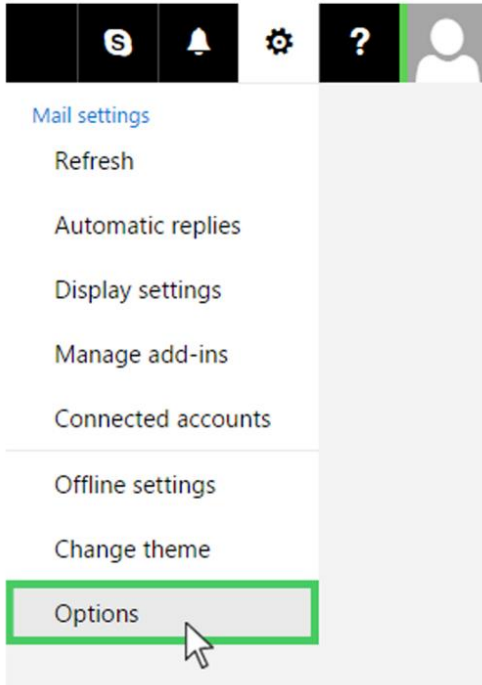


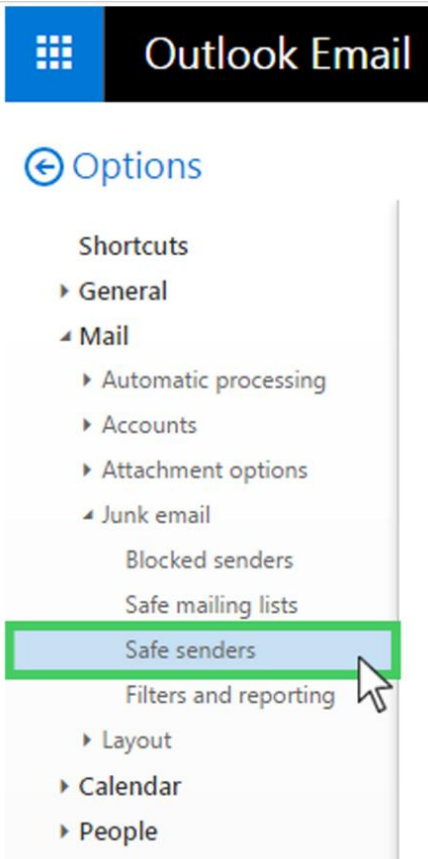


# Outlook.com or Windows Live Mail

1 Click on the cog icon (Settings Menu) located on the top right and choose 'Options'



2 On the menu located on the left hand side, select 'Safe senders' (under Junk email)





# Outlook.com or Windows Live Mail

- 3 Type '**newsletter@bighospitality.co.uk**' into the text box and click the + button to the right of the box to add us to your safe senders list

Outlook Email

Options

- Shortcuts
- General
- Mail
  - Automatic processing
  - Accounts
  - Attachment options
  - Junk email
    - Blocked senders
    - Safe mailing lists
    - Safe senders
  - Filters and reporting
    - Layout
  - Calendar
  - People

Save Discard

### Safe senders

If you want to receive email from a sender or domain, add the address to the box below, click the plus (+), then save.

newsletter@bighospitality.co.uk +

- 4 Press 'Save' at the top of the page to complete the process

Outlook Email

Options

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