Guide to adding enquiry@sctp.org.sg to the Safe Senders List

Please refer to the relevant section below depending on the email platform you use.

Outlook (Versions 2003, 2007 and 2010)

Add Contact to Safe Senders List

1) Launch Microsoft Outlook. Click on *Junk E-mail Options*. *Outlook 2010:*

Under the Home tab, click on the *Junk* dropdown list and choose *Junk E-mail Options*. *Outlook 2003 and 2007:*

Under the Actions tab dropdown list, click on Junk E-mail and choose Junk E-mail Options.

- 2) Navigate to the Safe Sender tab and click Add.
- 3) Enter email address (*enquiry@sctp.org.sg*) or domain (*@sctp.org.sg*) in the pop-up box and click *OK*.
- 4) Click **OK** to close the **Junk E-mail** Options pop-up box after the email address has been added.

For more details, please refer to pages 2-3.

<u>Gmail</u>

Mark messages as 'Not Spam'

- 1) Launch Gmail. Navigate to the *Spam* folder.
- 2) Search for email(s) from *enquiry@sctp.org.sg* and select emails shown.
- 3) Click *More* (located at the top panel) and click *Not Spam* from the dropdown list.

Alternatively, add enquiry@sctp.org.sg to your Gmail Contacts.

Remove from blocked email addresses list (if <u>enquiry@sctp.org.sg</u> appears as a blocked email address)

- 1) Launch Gmail. Click on the *Settings* icon at the top right corner.
- 2) Select *Settings* from the dropdown list.
- Under the Filters and Blocked Addresses, select <u>enquiry@sctp.org.sg</u> and click Unblock selected addresses button.

Yahoo! Mail

Mark messages as 'Not Spam'

- 1) Launch Yahoo! Mail. Navigate to the *Bulk* folder.
- 2) Select emails from enquiry@sctp.org.sg.
- 3) Click Not Spam.

Windows Live Mail

Mark messages as 'Not Spam'

- 1) Launch Windows Live Mail. Navigate to the *Junk* folder.
- 2) Select emails from *enquiry@sctp.org.sg*.
- 3) Click *Show Content* to view the email body.
- 4) Click Mark as Safe.

Add Contact to Safe Senders List

- 1) Launch Windows Live Mail. Click the *Mail Setting* button at the top right corner.
- 2) Click *Options* from the dropdown list.
- 3) Select *Safe senders* from the *Junk email* section at the left panel.
- 4) Enter email address (*enquiry@sctp.org.sg*) or domain (*@sctp.org.sg*) and click on the + icon to add.

How to Add a Contact to the Safe Senders List in Outlook (Illustration)

1) Launch Microsoft Outlook. Click on Junk E-mail Options.

Outlook 2010

Under the *Home* tab, click on the *Junk* dropdown box and choose *Junk E-mail Options*.



Outlook 2003 and 2007

Under the Actions tab dropdown, click on Junk E-mail and choose Junk E-mail Options.

1.0	0		N					
:p	31	New Mail Message Ctrl+N	Sen	d/Rece	eive 🔹 🙆	Sea Sea	irch address books	• 🛛 🖕
		New Mail Message Using			1			
١,	*	Follow Up +		0	-			
~		Categorize +		0.	÷.			
	-		n.tor		-			
		Junk E-mail	80	Add	Sender to	Blocked Se	enders List	
1		Reply Ctrl+R	160	Add	Sender to	Safe Sende	ers List	
1		Reply to All Ctrl+Shift+R		Add	Sender's D	omain (@	example.com) to \$	Safe Senders List
	-	Encoded Child			Destations	Cafe Day	Concernant Sea	
1	-	roi <u>w</u> aid Cui+P		Aud	Vecibieur	to sale net	upients List	
1	1	Eorward as Attachment Ctrl+Alt+F	0	Mari	k as Not Ju	nk		Ctrl+Alt+J
		Copy Shortcut	Ea.	Junk	E-mail Op	tions		

2) Navigate to the Safe Sender tab and click Add.

Options	Safe Senders	afe Recipients	Blocked Senders	International
<u>5</u> 8-	E-mail from addr never be treated	esses or domain r d as junk e-mail.	names on your Safe	Senders List will
[[Add
			(Edit
			(Remove
			1	Tennet From Elle
				Import from File
				Export to File

2) Enter email address (*enquiry@sctp.org.sg*) or domain (*@sctp.org.sg*) in the pop-up box and click **OK**.

Options	Safe Senders	Safe Recipients	Blocked Sende	ers International
🍰 F	mail from addro never be treated	esses or domain n las junk email.	ames on your S	afe Senders List will
Add ad	ddress or doma	in	×	Add
Enter a	n email address	or Internet doma	in name to be	Edit
added	to the list.			Remove
enqui	ry@sctp.org.sg			
Exampl	es: someone@e	example.com or @	example.com	
		ОК	Cancel	
			[Import from File
			[Export to File
🗸 Also t	rust email from	my Contacts		
Auton	natically add pe	ople I email to the	e Safe Senders I	ist

4) Click **OK** after the email address has been added.

	0.484-364603.8866	5495 * 541 162 0630 51	14	Add
				Edit
				Remove
				Import from File
				Export to File
Also	trust e-mail from matically add pe	my Contacts ople I e-mail to the	e Safe Senders List	