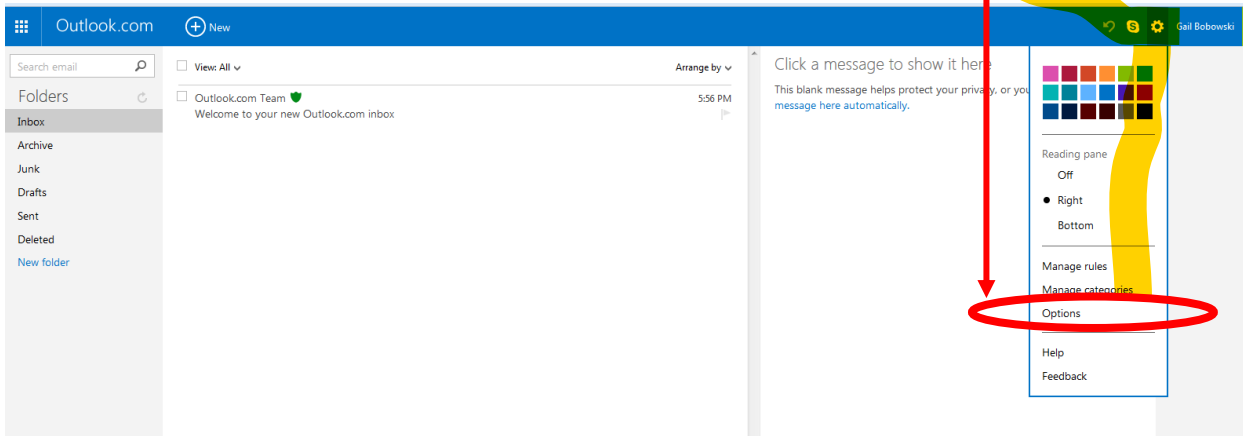
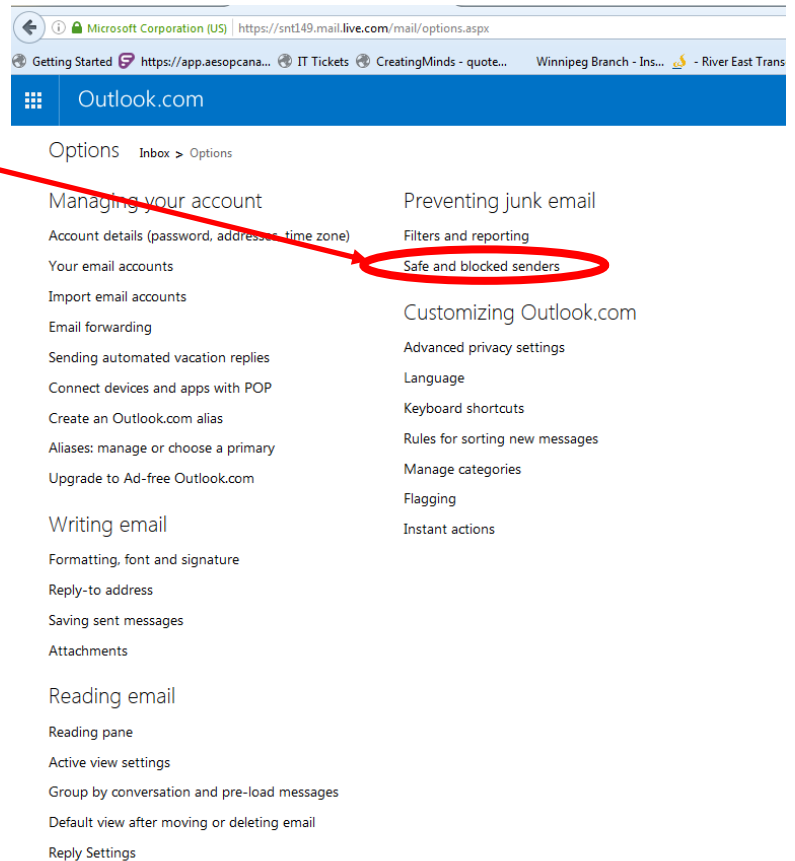


1. Open up your options in Outlook



2. Then open "safe and blocked senders" in "OPTIONS"



NOW—Go to Page 2 for the rest of your instructions....

3. In "Safe and blocked senders" please open "Safe Senders"



Safe and blocked senders [Inbox > Options > Safe and blocked senders](#)

Safe senders

Manage who is allowed to send you email. Messages from safe senders will not be sent to the junk email folder.

Safe mailing lists

Manage which mailing lists are sent to your account. Messages to safe mailing lists will not be sent to the junk email folder.

Blocked senders

Manage who is blocked from sending you email. Messages from blocked senders are automatically deleted.

4. In "Safe Senders"
- add the following email addresses to your 'safe senders' list.

- office@retsd-conted.com
- custserv@LOCALcourses.com
- retsd-coned@greatbignews.com

A screenshot of the Outlook.com "Safe senders" settings page. The breadcrumb trail is "Safe senders > Inbox > Options > Safe and blocked senders > Safe senders". The "Safe senders" link is circled in red. Below the breadcrumb, there is a text box for "Sender or domain to mark as safe:" with an "Add to list >>" button and a "<< Remove from list" button. To the right, a list titled "Safe senders and domains:" contains the three email addresses from the previous block. Red arrows point from the text box in the instruction block to the "Add to list" button, and from the list of email addresses to the "Add to list" button.

These three email addresses are the emails that send out

- office@retsd-conted.com – email address that sends your initial confirmation
- custserv@LOCALcourses.com – email address that confirms your registration has been accepted
- retsd-coned@greatbignews.com – email newsletter sender