



Adding Sender's Email to Address Book



Outlook 2010

1. Click the Home tab.
2. Click Junk.
3. Click Junk E-mail Options.
4. Click Safe Senders.
5. Click Add.
6. Enter Senders Email and additional information if you wish.
7. Click OK to finish.



Outlook 2007

1. Right-click on the email you received (in the list of emails).
2. Click Junk E-mail.
3. Click Add Sender to Safe Senders List to finish.



Microsoft Outlook 2003

1. Open the email message from the sender you want to add to your address book.
2. Right-click Click here to download images in the grey bar at the top of the message.
3. Click Add Sender to Senders Safe List to finish.



Gmail

1. Open an email from the sender that you want to whitelist.
2. Click on the little down-pointing-triangle-arrow next to "reply."
3. Click Add Senders Email to contacts list to finish.



Yahoo! Mail

1. Open the email message from the sender you want to add to your address book.
2. Click Add to contacts next to Senders Email
3. On the Add Contact popup, add additional information if needed.
4. Click Save to finish.



Windows Live Hotmail

1. Open an email from the sender that you want to whitelist.
2. Click Add to contacts next to Senders Email to finish.



Mac Mail

1. Click Address Book.
2. Click File.
3. Click New Card.
4. Enter Senders Email and additional information if you wish. .
5. Click Edit to finish



Mozilla Thunderbird for PC

1. Click Address Book.
2. Make sure Personal Address Book is highlighted.
3. Click New Card. This will launch a New Card window that has 3 tabs: Contact, Address & Other.
4. Under Contact, enter Senders Email and additional information if you wish.
5. Click OK to finish .

Mozilla Thunderbird for Mac

1. Click Address Book.
2. Make sure Personal Address Book is highlighted.
3. Click New Card. This will launch a New Card window that has 3 tabs: Contact, Address & Other.
4. Under Contact, enter Senders Email and additional information if you wish.
5. Click OK to finish



AOL Mail

1. Click Contacts in the right toolbar.
2. Click Add Contact.
3. Enter Senders Email and additional information if you wish.
4. Click Add Contact button in the popup to finish.



Comcast

1. Click Preferences from the menu.
2. Click Restrict Incoming Email.
3. Click Yes to Enable Email Controls.
4. Click Allow email from addresses listed below.
5. Enter Senders Email you want to whitelist.
6. Click Add.
7. Click Update to finish.



Earthlink

1. Click Address Book.
2. Click Add Contact.
4. Save Concrew Training and Concrew Training Mail as a contact.
5. Click save.



Mobile.me

1. Click Senders Email in the header of the message you're viewing.
2. Click Add to finish.