



How do I add an email address to my safe sender list?

Set up your email client to deliver important notifications to your inbox

Email clients (such as Outlook, Gmail, Yahoo, and others) filter incoming messages into spam or junk folders to keep unwanted and suspicious mail out of inboxes. These filters sometimes mistakenly move legitimate messages into the wrong folder.

How to add contacts to safe lists in common email clients

Most email clients provide a "safe sender" option for trusted contacts in the address book.

To add a trusted contact in some of the most popular email clients, take the following steps below.

Email client	To add an address to your safe sender list	To move an email out of your Junk folder
Apple Mail (desktop)	<ol style="list-style-type: none">1. Select the email to open it2. Hover over the From address3. Click the down arrow and select Add to contacts	<ol style="list-style-type: none">1. Select the email2. Click Move to inbox
Apple Mail (iPhone)	<ol style="list-style-type: none">1. Select the email to open it2. Click the From address3. Click the down arrow4. Click Create New Contact > Done	<ol style="list-style-type: none">1. Select the email2. Click the down arrow3. Select Mark as Not Junk
AOL Webmail	<ol style="list-style-type: none">1. Select the email to open it2. Click the From address3. Select Add Contact4. Enter the first and last name5. Click Add Contact	<ol style="list-style-type: none">1. Select the email to open it2. Click OK to mark it as not spam
Gmail	<ol style="list-style-type: none">1. Select the email to open it2. Hover over the From address3. Select Add to Contacts	<ol style="list-style-type: none">1. Select the email to open it2. Click Report not spam
Outlook	<ol style="list-style-type: none">1. Select the email to open it2. On the Message tab, and select Junk > Never Block Sender	<ol style="list-style-type: none">1. Select the email to open it2. On the Message tab, select Report Message > Not Junk
Yahoo Mail	<ol style="list-style-type: none">1. Select the email to open it2. Hover over the From address3. Select Add to Contacts then Save	<ol style="list-style-type: none">1. Select the email to open it2. Then click Not Spam

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