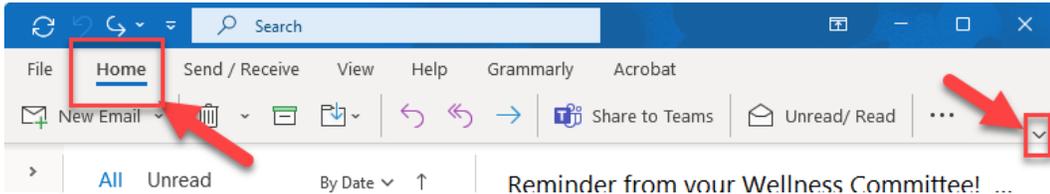# Add recipients to the Safe Senders List

By adding e-mail addresses and domain names that you trust to the Safe Senders List, you instruct Outlook or Outlook Web App that messages from those sources will never be treated as junk.

<p style="text-align:center">**Client Version**</p>

1. **If you don't see the expanded** Home Tab**, then please click "**an arrow**" on the right side, and you will see the full home tab.**

2. **Click "**Junk**", and then click "**Junk E-mail Options**"**
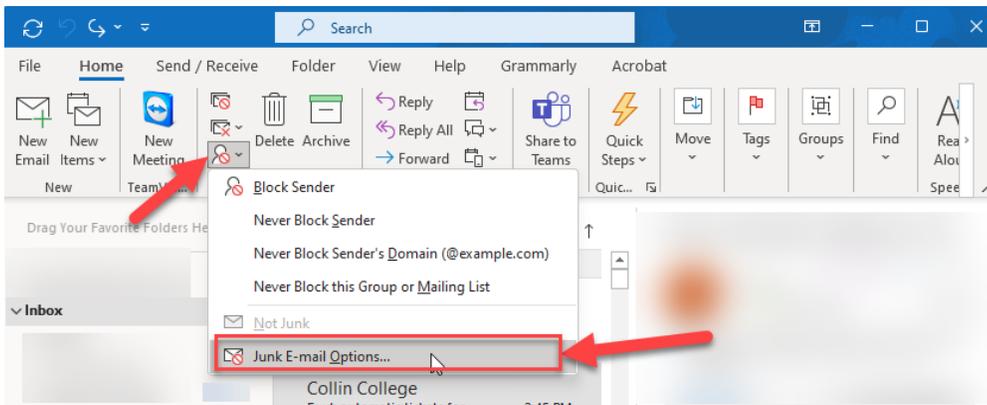
3. **On the "**Safe Senders**" tab, Click "**add**" and type e-mail into the Safe Senders List box. Click "**Ok**" and Click "**Apply**"**