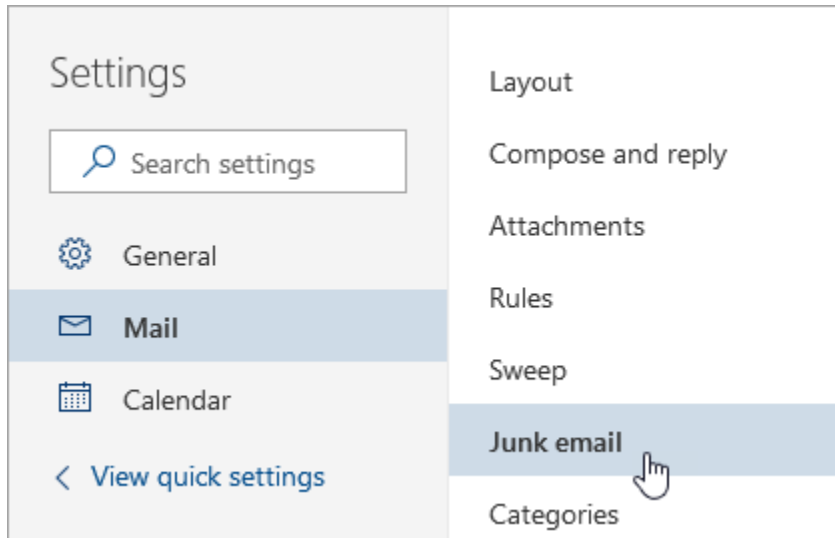# Add recipients to Safe Senders List in new Outlook

1. If you have more than one account added to new Outlook, select the account you want to add the settings to.

2. Select **Settings** > **Mail** > **Junk email**.

3. Under Junk email, scroll down to **Senders**, and select the **Safe senders and domains** tab.

4. Select **+ Add safe sender**, and enter the email address for the recipient you want to add.

5. Select **OK**, and then select **Save**.

Don't automatically include contacts in the Safe Senders List in new Outlook

1. Select **Settings** > **Mail** > **Junk email**.

2. Under **Security options**, clear the **Trust email from my contacts** check box..

Add recipients to Safe Senders List in classic Outlook

To add people to your **Safe Senders List**, do the following:

1. On the **Home** tab, in the **Delete** group, select **Block Sender** (or it might say **Junk**), and then select **Junk E-mail Options**.
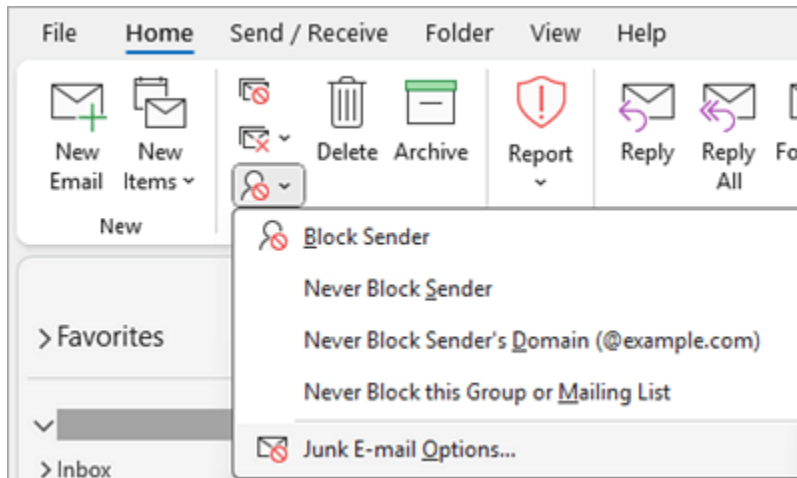
2. On the **Safe Senders** tab, check the **Automatically add people I e-mail to the Safe Senders List** box.

Don't automatically include contacts in the Safe Senders List in classic Outlook

1. Click the **Mail** icon, and then click the **Home** tab.

2. In the **Delete** group, click **Junk**, and then click **Junk Email Options**.

3. On the **Safe Senders** tab, clear the **Also trust email from my Contacts** check box.

Add recipients to Safe Senders List in Gmail

1. Log in to your Gmail account on a desktop browser.

2. Click the gear icon in the upper-right corner and select "See all settings".

3. Navigate to the "Filters and Blocked Addresses" tab at the top of the settings page.

4. Click on "Create a new filter".

5. In the "From" field, enter the email address or domain you want to add to your safe senders list. For example, you can enter a specific email address or use an asterisk before the domain (e.g., *@outlook.com) to allow all emails from that domain.

6. Click "Create filter".

7. In the next window, check the box next to "Never send it to spam".

8. Click "Create filter" to finalize the process.

Alternatively, you can add senders to your safe list by:

1. Opening an email from the sender you want to add.

2. Hovering over the sender's name or email address.

3. Clicking "Add to Contacts".

By adding senders to your contacts, you're signaling to Gmail that you trust these sources, which helps ensure their emails reach your inbox.