**Creating a Safelist on a PC**

1. Open up the Outlook desktop app with your email
2. At the top bar, you should see an icon for Junk email (has a person with a red circle with a slash through it).  Select that
3. Select “Junk Email Options”
4. Select “Safe Senders” in the top tabs
5. Click “Add”
6. Type @cbuopenpublishing.org
7. Click Ok

**Creating a Safelist on a Mac**

* Go to “Rules”
* Create a rule for “@cbuopenpublishing.org” to go to Inbox