

Guide to adding enquiry@sctp.org.sg to the Safe Senders List

Please refer to the relevant section below depending on the email platform you use.

Outlook (Versions 2003, 2007 and 2010)

Add Contact to Safe Senders List

- 1) Launch Microsoft Outlook. Click on **Junk E-mail Options**. Outlook 2010:
Under the Home tab, click on the **Junk** dropdown list and choose **Junk E-mail Options**. Outlook 2003 and 2007:
Under the **Actions** tab dropdown list, click on **Junk E-mail** and choose **Junk E-mail Options**.
- 2) Navigate to the **Safe Sender** tab and click **Add**.
- 3) Enter email address (enquiry@sctp.org.sg) or domain (@sctp.org.sg) in the pop-up box and click **OK**.
- 4) Click **OK** to close the **Junk E-mail Options** pop-up box after the email address has been added.

For more details, please refer to pages 2-3.

Gmail

Mark messages as 'Not Spam'

- 1) Launch Gmail. Navigate to the **Spam** folder.
- 2) Search for email(s) from enquiry@sctp.org.sg and select emails shown.
- 3) Click **More** (located at the top panel) and click **Not Spam** from the dropdown list.

Alternatively, add enquiry@sctp.org.sg to your Gmail Contacts.

Remove from blocked email addresses list (if enquiry@sctp.org.sg appears as a blocked email address)

- 1) Launch Gmail. Click on the **Settings** icon at the top right corner.
- 2) Select **Settings** from the dropdown list.
- 3) Under the **Filters and Blocked Addresses**, select enquiry@sctp.org.sg and click **Unblock selected addresses** button.

Yahoo! Mail

Mark messages as 'Not Spam'

- 1) Launch Yahoo! Mail. Navigate to the **Bulk** folder.
- 2) Select emails from enquiry@sctp.org.sg.
- 3) Click **Not Spam**.

Windows Live Mail

Mark messages as 'Not Spam'

- 1) Launch Windows Live Mail. Navigate to the **Junk** folder.
- 2) Select emails from enquiry@sctp.org.sg.
- 3) Click **Show Content** to view the email body.
- 4) Click **Mark as Safe**.

Add Contact to Safe Senders List

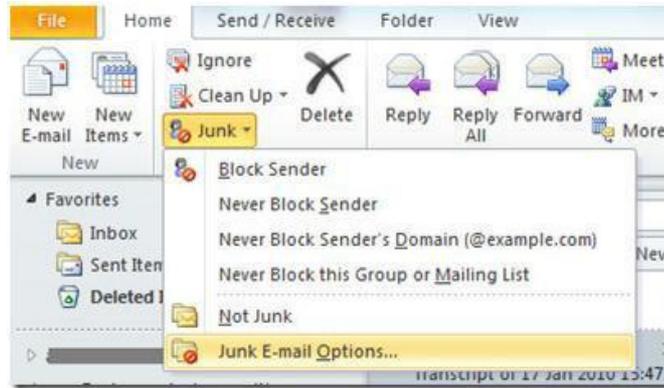
- 1) Launch Windows Live Mail. Click the **Mail Setting** button at the top right corner.
- 2) Click **Options** from the dropdown list.
- 3) Select **Safe senders** from the **Junk email** section at the left panel.
- 4) Enter email address (enquiry@sctp.org.sg) or domain (@sctp.org.sg) and click on the + icon to add.

How to Add a Contact to the Safe Senders List in Outlook (Illustration)

1) Launch Microsoft Outlook. Click on **Junk E-mail Options**.

Outlook 2010

Under the **Home** tab, click on the **Junk** dropdown box and choose **Junk E-mail Options**.

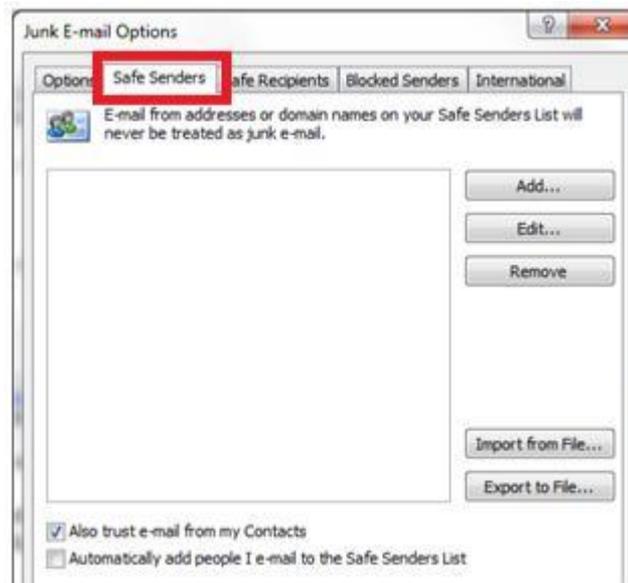


Outlook 2003 and 2007

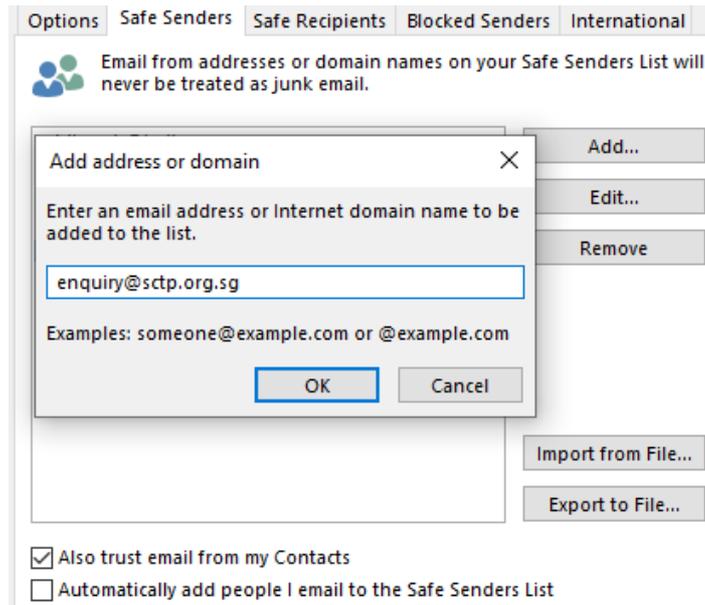
Under the **Actions** tab dropdown, click on **Junk E-mail** and choose **Junk E-mail Options**.



2) Navigate to the **Safe Sender** tab and click **Add**.



2) Enter email address (enquiry@sctp.org.sg) or domain (@sctp.org.sg) in the pop-up box and click **OK**.



4) Click **OK** after the email address has been added.

