

How to “Safe List” an Email Address in Outlook For Office 365

Login to Outlook then:

- Open your inbox or whichever folder contains an email from the chosen sender.
- Select an email message received from sender.
- Right click on the email address.
- Select “Add to Outlook Contacts” in the upper right of the screen.
- In the top left corner of the new contact window that pops up, click “Save & Close”.
- The sender is now in your personal address book, and all their emails will go directly to your inbox.

You can also choose to specifically add an email address or a whole domain to your safe senders list. To do this:

- In the “Home” tab at the top of the screen, select the drop-down menu labeled “Junk”.
- At the bottom, select “Junk E-mail Options”.
- Choose the second tab, “Safe Senders”.
- Here you can add the specific email addresses and domains you wish to not be treated as junk.
 - Add the following to the list: MerckManuals-noreply@vasont.com; @vasont.com and @merck.com
- At the bottom, you can click a checkbox to “also trust email from my contacts”.

How to “Safe List” an Email Address in Outlook.com

Log on to your account at outlook.com.

- In the top right corner of the page, click on the cog icon for settings.
- Scroll to the bottom of the settings and click on “View all Outlook settings”.
- Select “Junk email” from the menu.
- Scroll down to the “Safe Senders and Domains” sub-menu.
- Click “+Add” and enter the email you wish to prevent going to your junk folder.
 - Add the following to the list: MerckManuals-noreply@vasont.com
- It is possible here to also “Safe List” domains as well as individual email addresses.
- Just enter the name of the domain rather than the full email address.
 - Add @vasont.com and @merck.com to this list.

How to “Safe List” an Email Address in Gmail

Log on to your gmail account at mail.google.com.

- Locate email from chosen sender, and click on the subject line to open the email.
- Near the top right of the screen, press the button that has 3 vertical dots.
- Select the menu option “Add <email address> to contacts list”.
- The email address you selected is now on your email “Safe List”.

Another option you have is when you log in to your account:

- Locate and select the gear shaped icon in the top right hand corner.
- Click settings from the menu.
- Select “Filters and Blocked Addresses” from the menu choices along the top of the screen.
- In the middle of the screen, select “Create new filter”.
- Input the selected mail address or addresses you want to “Safe List” into the “From” field.
 - Add MerckManuals-noreply@vasont.com
- Click “Create Filter”.
- On the next screen when prompted, select “Never send it to spam”.
- This will ensure delivery of all emails from this sender.
- Once again Select “Filters and Blocked Addresses” from the menu choices along the top of the screen.
- In the middle of the screen, select “Create new filter”.
 - Add Vasont.com; merck.com into the “Has the words” field.
- Add Click “Create Filter”.
- On the next screen when prompted, select “Never send it to spam”.
- This will ensure delivery of all emails from those domains

How to “Safe List” an Email Address on iPhone

To add an email to your “Safe List” on an iPhone, simply create a new Contact and name it Merck Manuals and add this address to the Email Address field:

MerckManuals-noreply@vasont.com

How to “Safe List” an Email Address in Yahoo

Log on to your yahoo account at mail.yahoo.com.

- Locate and select the gear shaped icon in the top right hand corner.
- Click settings from the menu.
- Select “Filters” from the menu on the left-hand side.
- Click “Add” to add a new filter.
- Input a name for the filter.
- Under “Sender” select “Contains” from the dropdown menu.
- Type in the email address in the box to the right of the drop-down menu.
 - MerckManuals-noreply@vasont.com; vasont.com; merck.com
- At the bottom, where it says “Then deliver the email to the following folder” select “Inbox”.
- Click Save.