

**374 FSS MARKETING DEPARTMENT**

# Safe Sender

Follow these steps to stop your emails from the ticketing system from going to the junk box



# Safe Sender List

Remove From Junk Folder

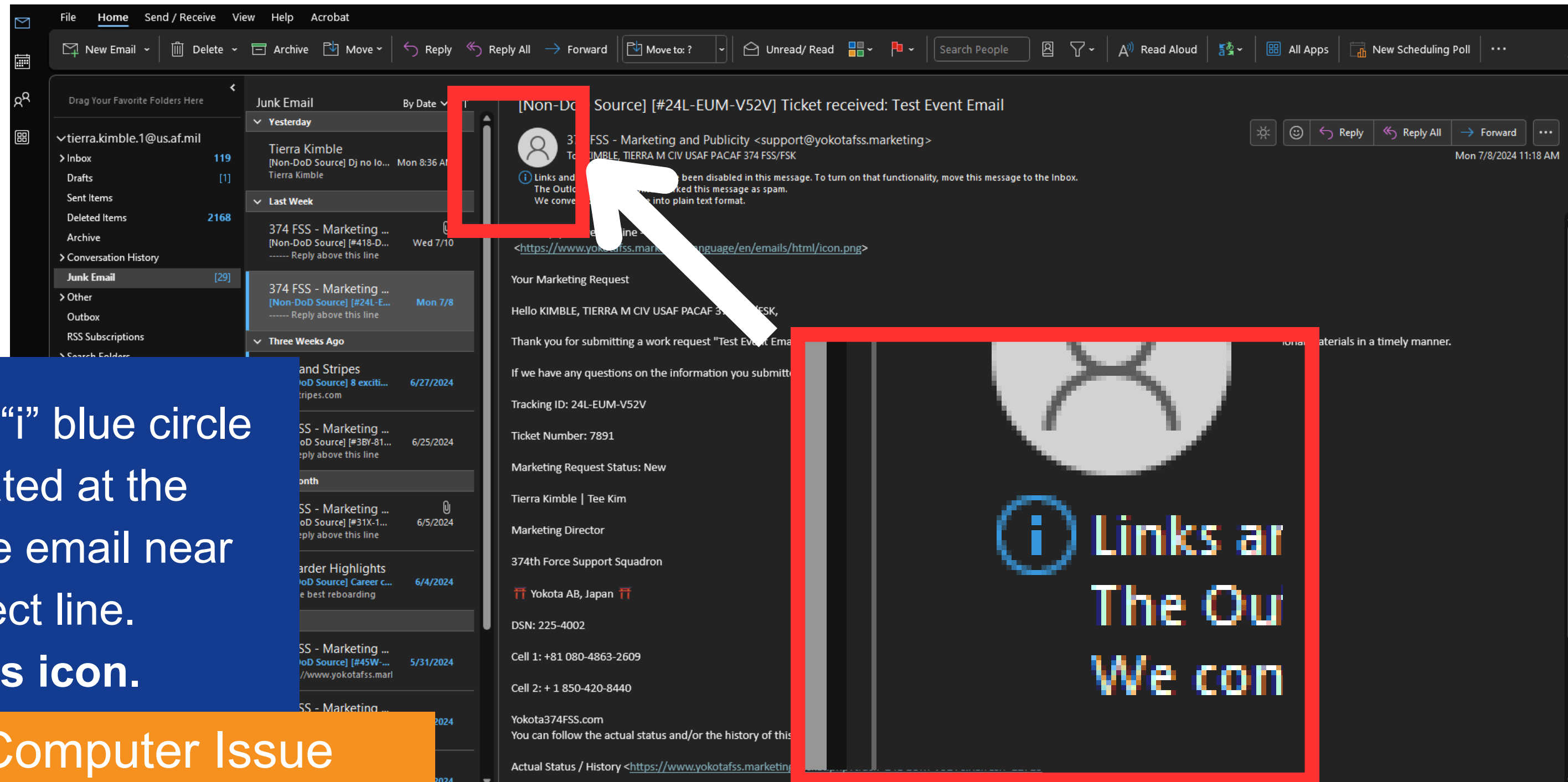
The screenshot shows the Microsoft Outlook interface. On the left, the 'Junk Email' folder is highlighted with a red box, showing 29 items. The main pane displays a list of emails in the Junk folder, with one email selected: '[Non-DoD Source] [#24L-EUM-V52V] Ticket received: Test Event Email' from '374 FSS - Marketing and Publicity'. The right pane shows the full content of this email, which is a marketing request confirmation. The email body includes a greeting, a thank you for the request, a tracking ID, ticket number, and contact information for the Marketing Director. A red box highlights the entire email content area on the right.

Can't find your confirmation email?  
Check your spam/junk folder

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# Safe Sender List

Remove From Junk Folder

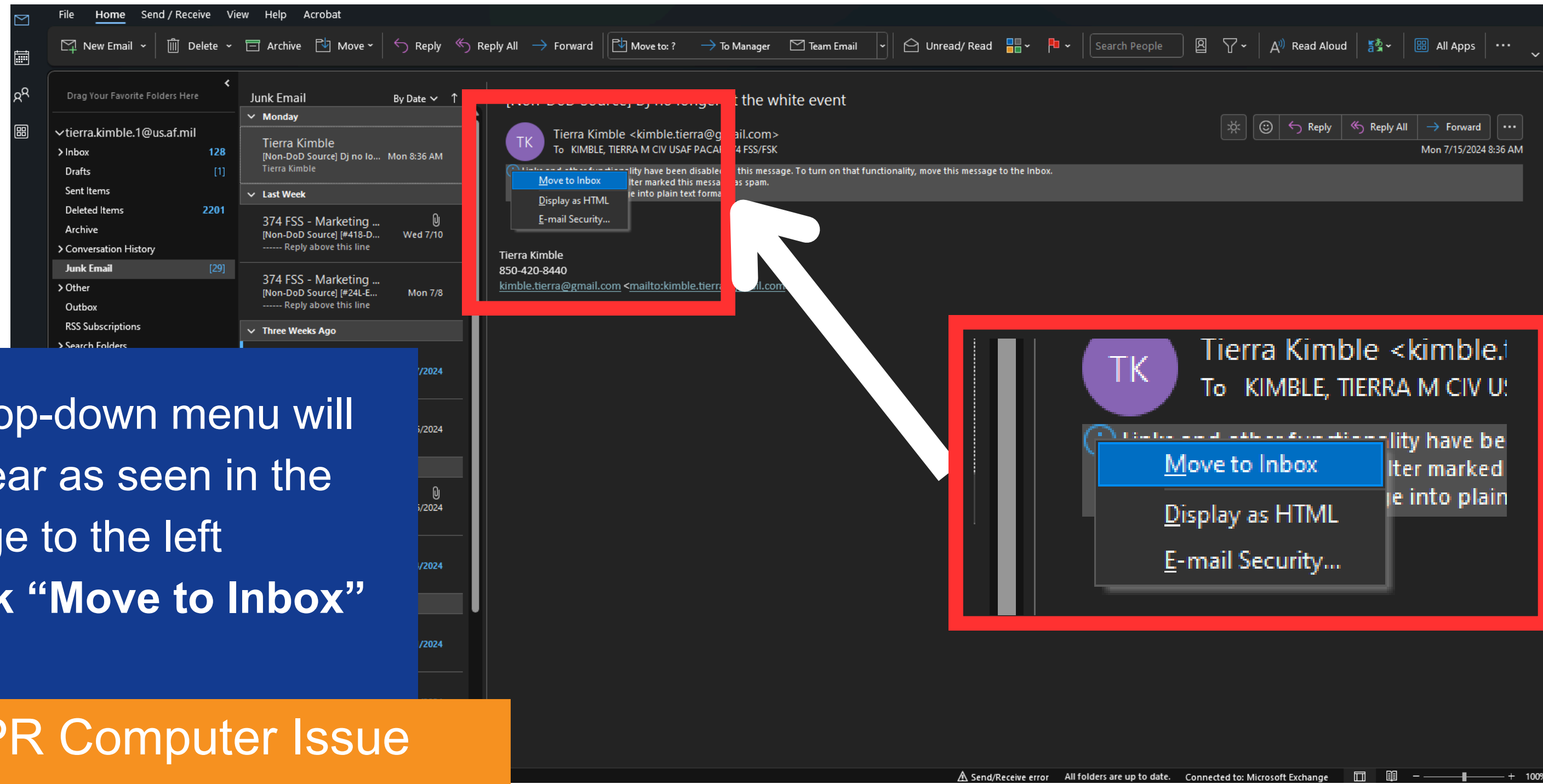


Find the “i” blue circle icon located at the top of the email near the subject line.  
Click this icon.

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# Safe Sender List

## Remove From Junk Folder



A drop-down menu will appear as seen in the image to the left  
**Click “Move to Inbox”**

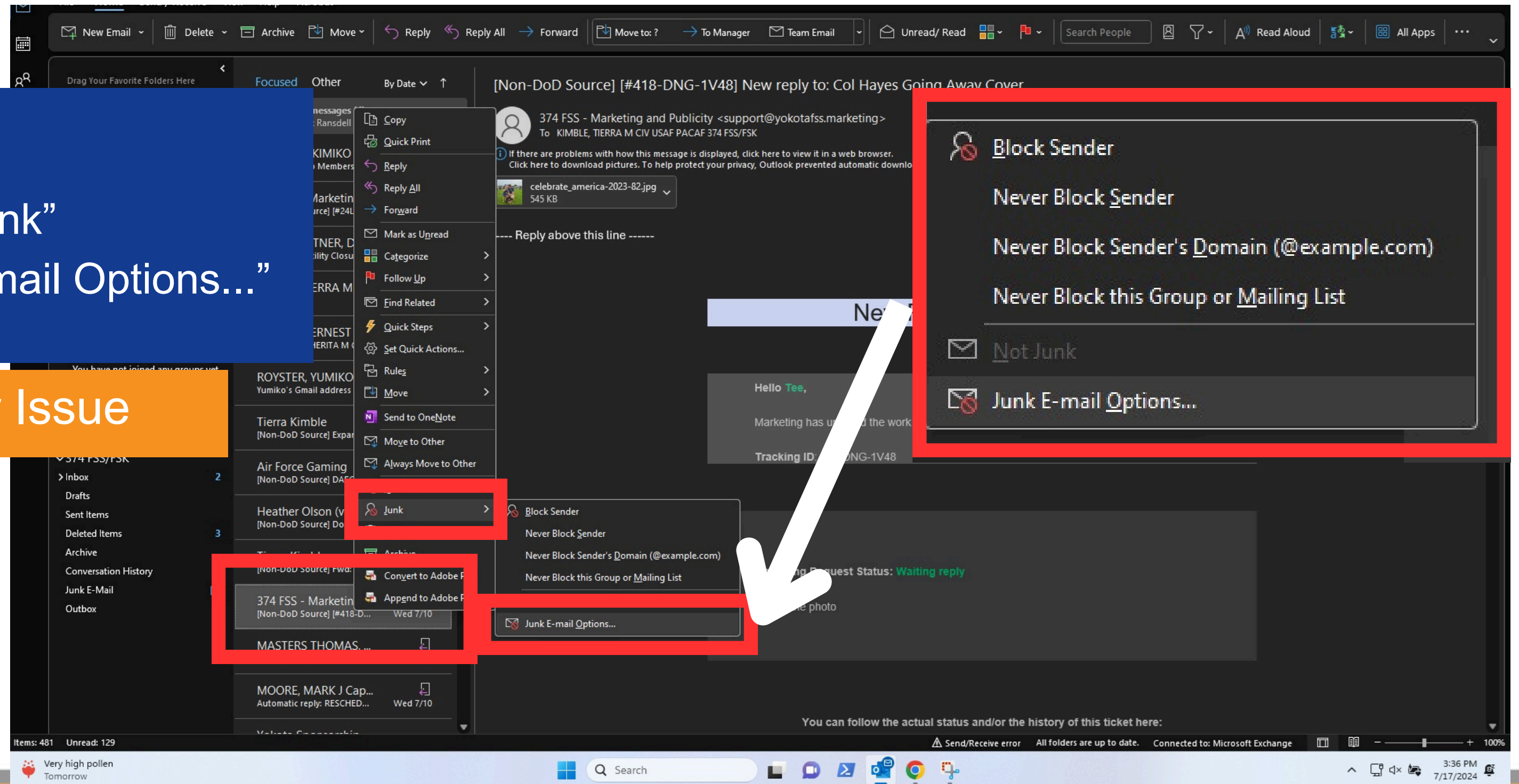
**\*NIPR Computer Issue**

# Safe Sender List

## Inside the Inbox

- 1) Right click email
- 2) Hoover over “Junk”
- 3) Select “Junk E-mail Options...”

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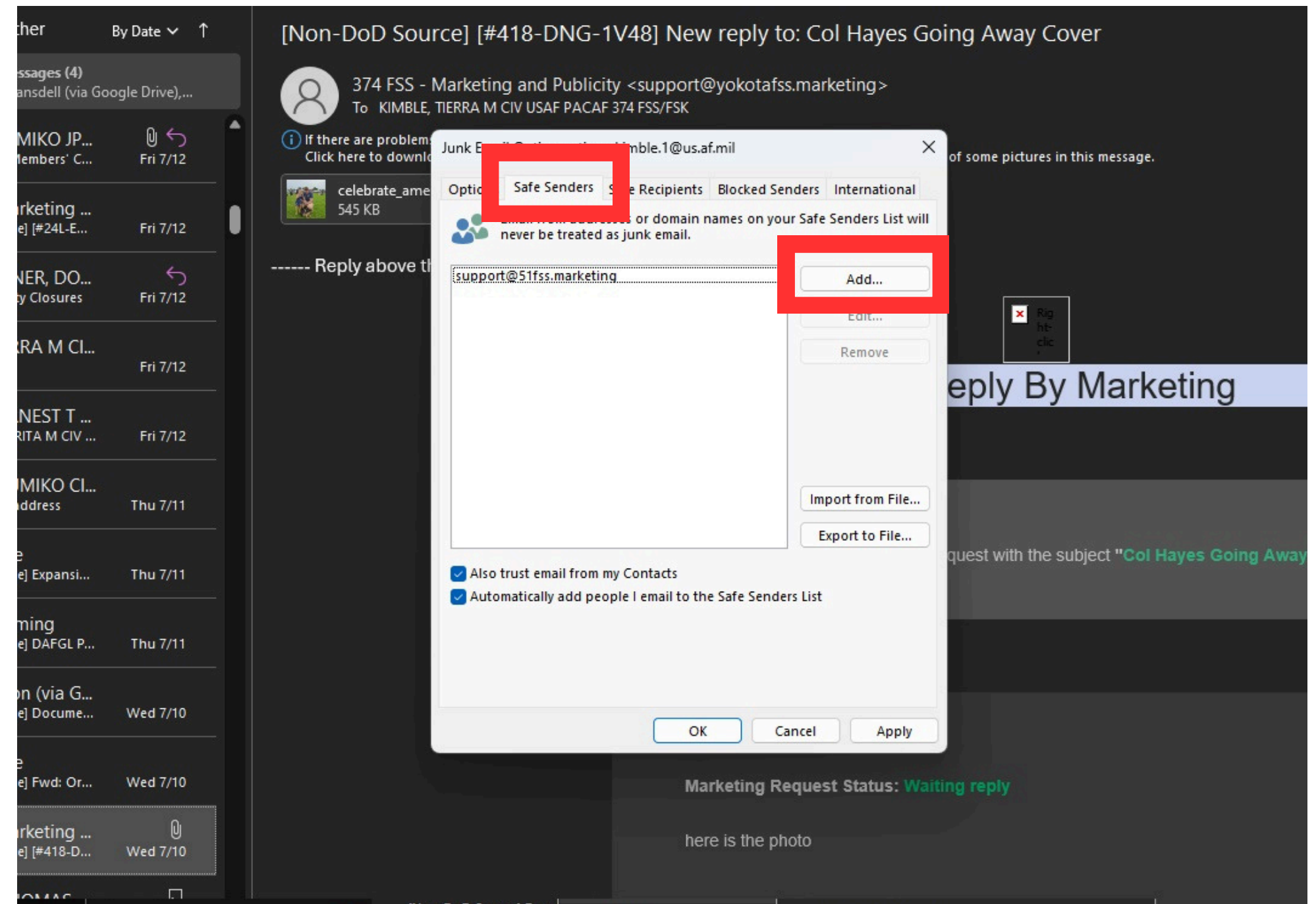


# Safe Sender List

## Add to Safe Sender List

- 1) Click the “Safe Senders” Tab
- 2) Click “Add...” Button

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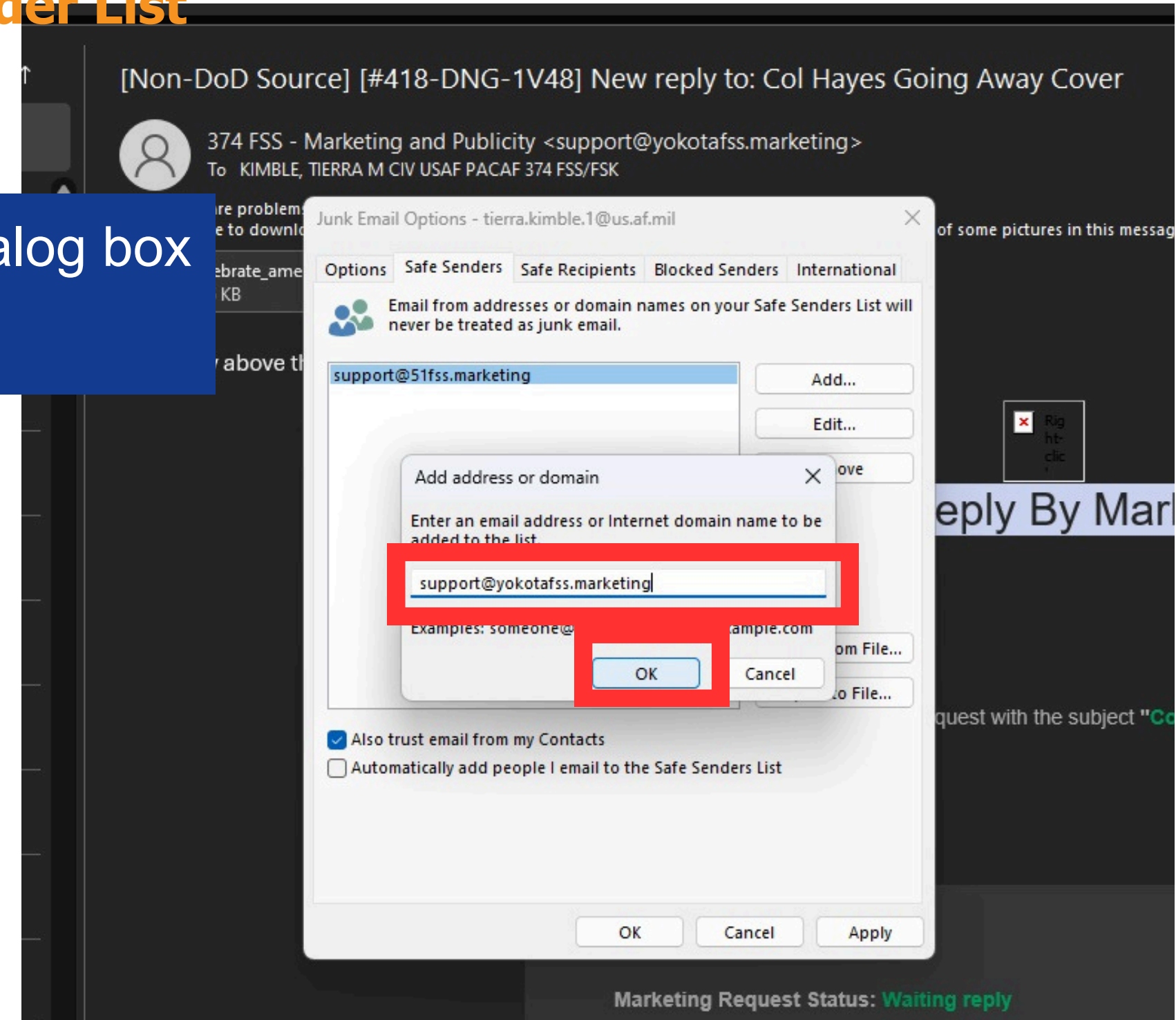


# Safe Sender List

## Add to Safe Sender List

- 1) Type “support@yokotafss.marketing” into the dialog box
- 2) Click “OK”

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# Safe Sender List

## Add to Safe Sender List

1) Click "OK"

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