



HOW TO ADD EMAILS TO YOUR SAFE SENDERS LIST

Gmail Users

Adding Contact From An Existing Email Received

1. Open email from the sender*
2. Hover over the name
3. Click More Info (from pop-up window)
4. Click Add To Contacts (top right corner)

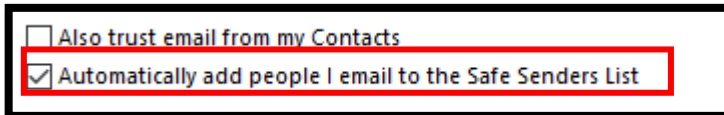
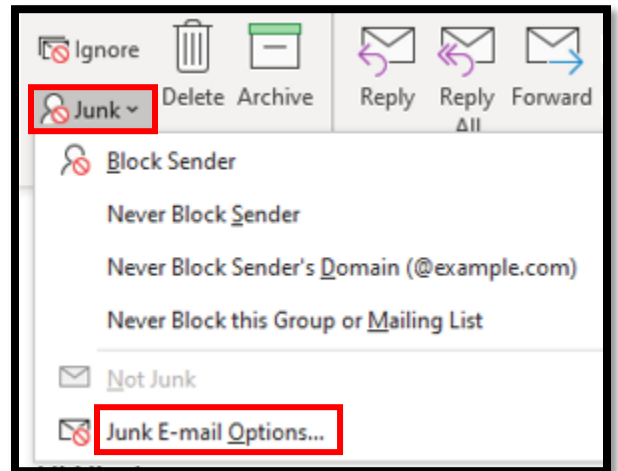


**ensure you add each team members email upon receipt*

Outlook Desktop Users

Adding Contacts To Safe Senders List

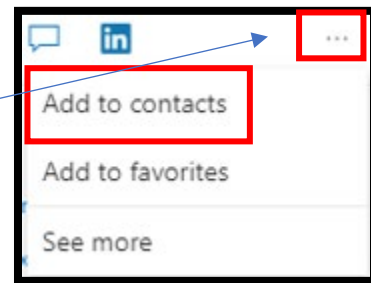
1. On Home Tab, click Junk drop down menu
2. Click Junk E-mail Options
3. Click Safe Senders tab
4. Select Add
5. Enter @sharonperry.ca and click ok
6. Suggest selecting "Automatically add people I email to the Safe Senders List" (bottom of window)



Outlook Web Browser Users

Adding Contact From An Existing Email Received

1. Open email from the sender*
2. Hover over the name
3. Click the 3 dots
4. Click Add to contacts



**ensure you add each team members email upon receipt*

SHARON PERRY INCORPORATED, CHARTERED PROFESSIONAL ACCOUNTANT

PO BOX 64553 RPO COMO LAKE COQUITLAM BC V3J 7V7
604.492.0111 INFO@SHARONPERRY.CA SHARONPERRY.CA