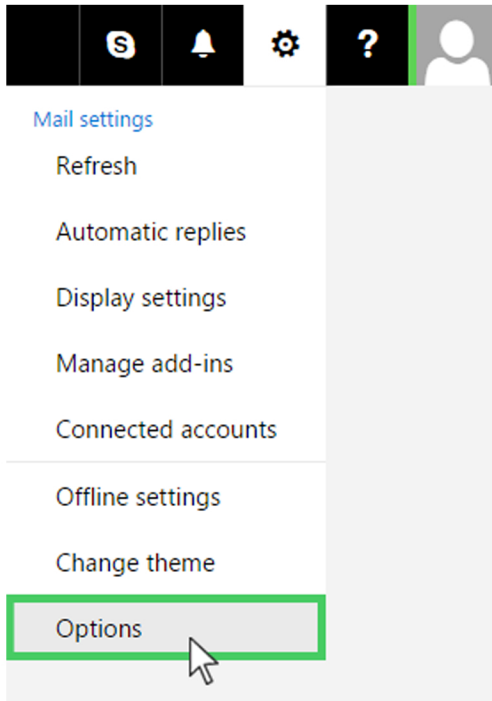




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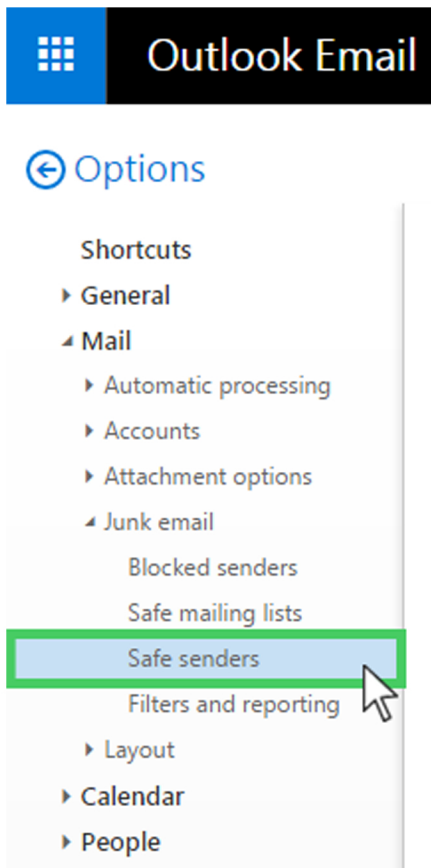
1

Click on the cog icon (Settings Menu) located on the top right and choose 'Options'



2

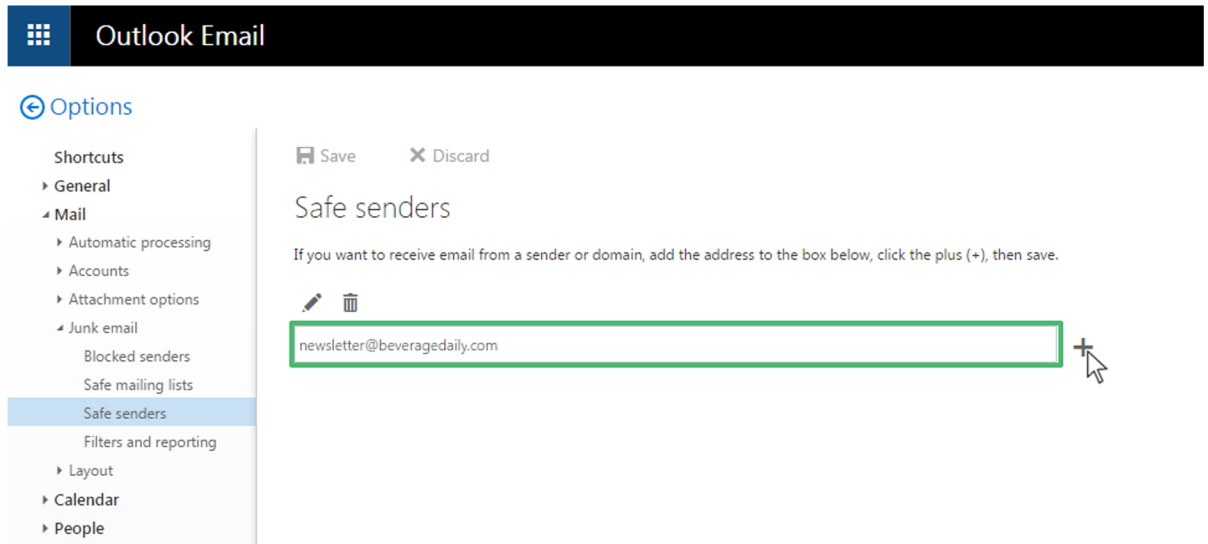
On the menu located on the left hand side, select 'Safe senders' (under Junk email)





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- 3 Type '**newsletter@beveragedaily.com**' into the text box and click the + button to the right of the box to add us to your safe senders list



- 4 Press 'Save' at the top of the page to complete the process

