Outlook.com

Method one

1 - Open one of our emails in your inbox (this may be in your junk or clutter folder)

2 - Hover over the sender’s email until the contact’s box pops up

3 - In this contact’s box, click on the three dots on the right-hand side of the box

4 - Select ‘Add to safe senders’

5 - Click ‘OK’ on pop up

Method two

1 - Click on the cog icon (Setting Menu) located on the top right and choose ‘View all Outlook Settings’ or click on the ‘Mail’ tab

2 - On the menu located on the left-hand side, select ‘Junk email’ (under Mail) and click +Add under ‘Safe senders and domains’

3 - Type ‘newsletter@mail.dairyreporter.com’ into the text box and click enter to add us to your safe senders list

4 - Press ‘Save’ at the bottom of the page to complete the process