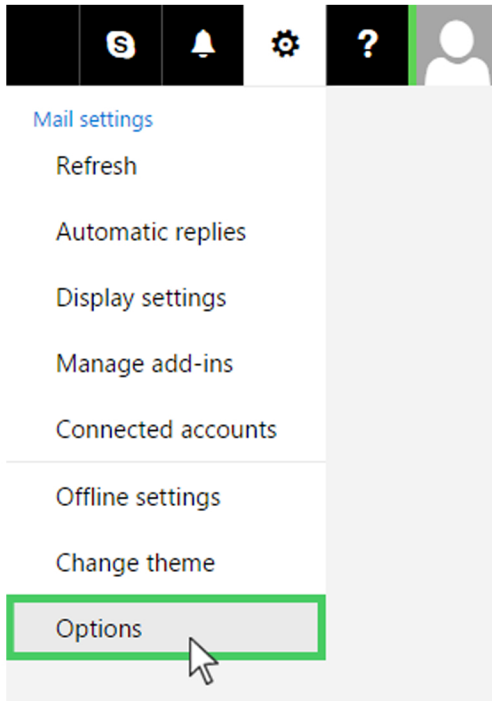# Outlook.com or Windows Live Mail
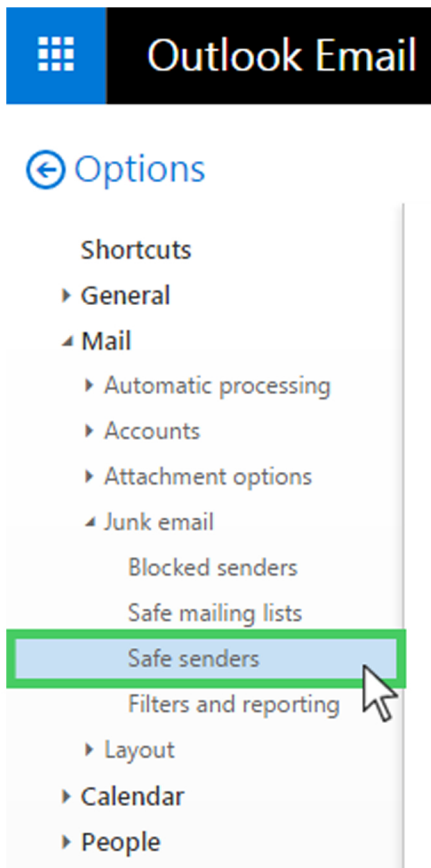
1 Click on the cog icon (Settings Menu) located on the top right and choose 'Options'
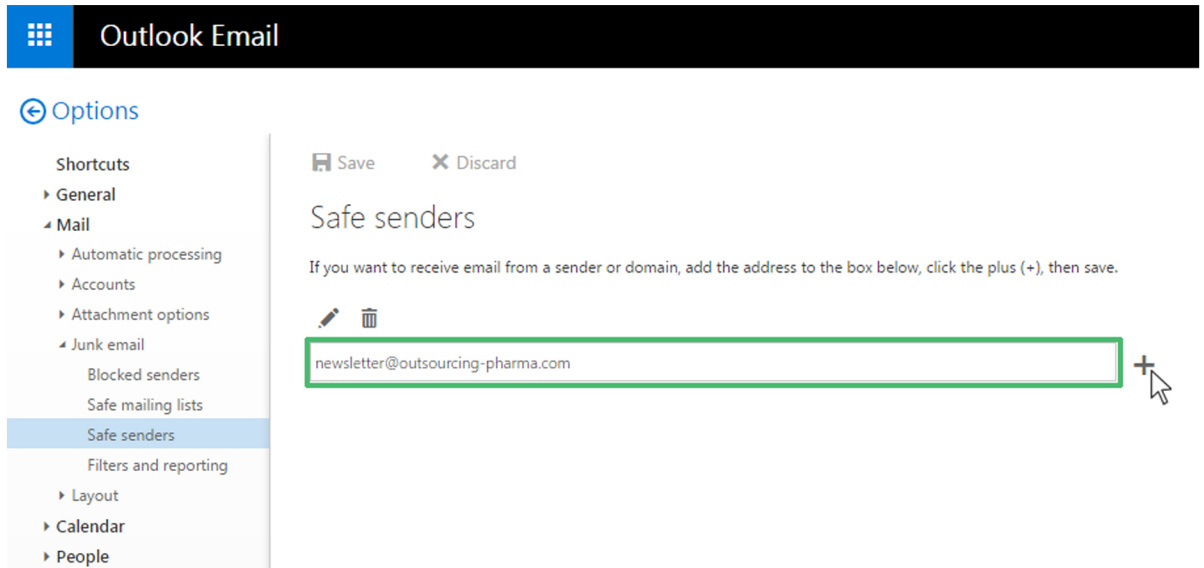

2 On the menu located on the left hand side, select 'Safe senders' (under Junk email)

Outlook.com or Windows Live Mail

3 Type '**newsletter@outsourcing-pharma.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