# Add isolved Benefit Services as a Safe Sender

isolved Benefit Services preferred method of communication is via email. When you add us as a safe sender within your email system, our communications will go directly into your inbox without being placed in your junk or spam folder. You will never miss a vital isolved Benefit Services communication by taking these steps.

Follow these steps to add isolved Benefit Services to your safe sender list:

For Outlook 2010

1. In Outlook, click the **Home** tab.
2. Click **Junk**.
3. Click **Junk E-Mail Options** from the drop-down list.
4. Click the **Safe Senders** tab.
5. Click **Add.**
6. Type in the email address or the domain name to add.
7. Click **OK.**
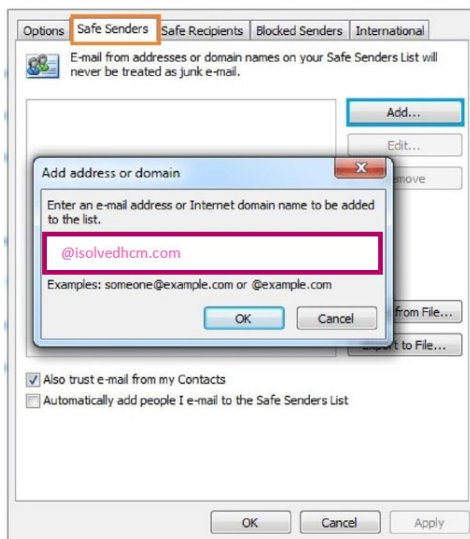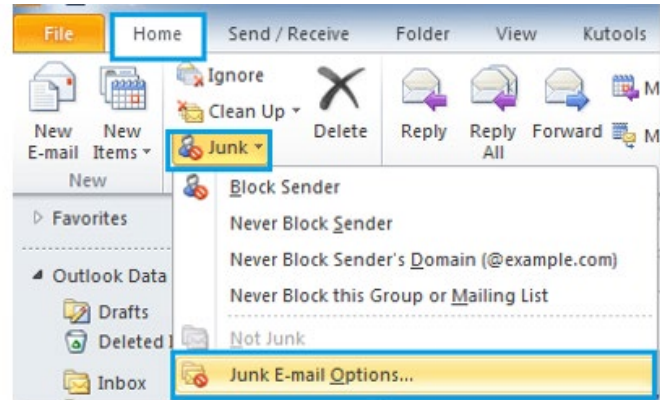
For Outlook 2003, 2007 and Express:

1. Select **Actions** from the toolbar at the top of the screen.
2. Select **Junk E-mail.**
3. Select **Junk E-mail Options.**
4. Click the **Safe Sender** tab.
5. Click **Add.**
6. Type in the email address you wish to add.
7. Click **OK.**

For Gmail:

1. Select **contacts** from the options on the left side of the Gmail Inbox.
2. Select **Create Contact** on the top menu.
3. Enter the email address in the primary email box.
4. Select **Save.**

For Yahoo:

1. In your Yahoo mailbox, click the **address book icon** under the Yahoo! Mail logo. When you hover your mouse over it, it will say Contacts.
2. Click **New Contact.**
3. Fill in the fields of your contact.
4. Click **Save.**