Benefit Services

## 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.

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|  |  |  |  |  |  |
|  |  | Block Sender <br> Never Block Sender <br> Never Block Sender's Domain (@example.com) <br> Never Block this Group or Mailing List <br> Not Junk |  |  |  |
| D Favor |  |  |  |  |  |
| 4 Outlook Data <br> Drafts <br> Deleted <br> Inbox |  |  |  |  |  |
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|  |  | unk E-mail $\underline{\text { Opt }}$ |  |  |  |



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 field s of your contact.
4. Click Save.
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