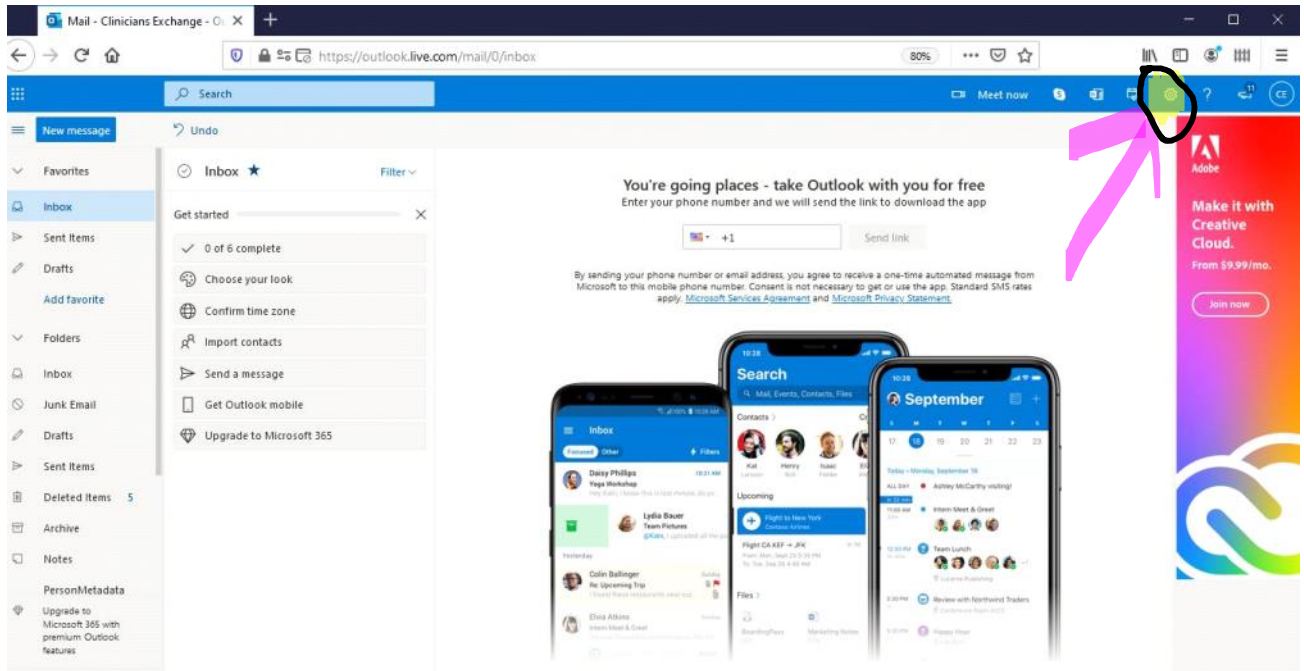
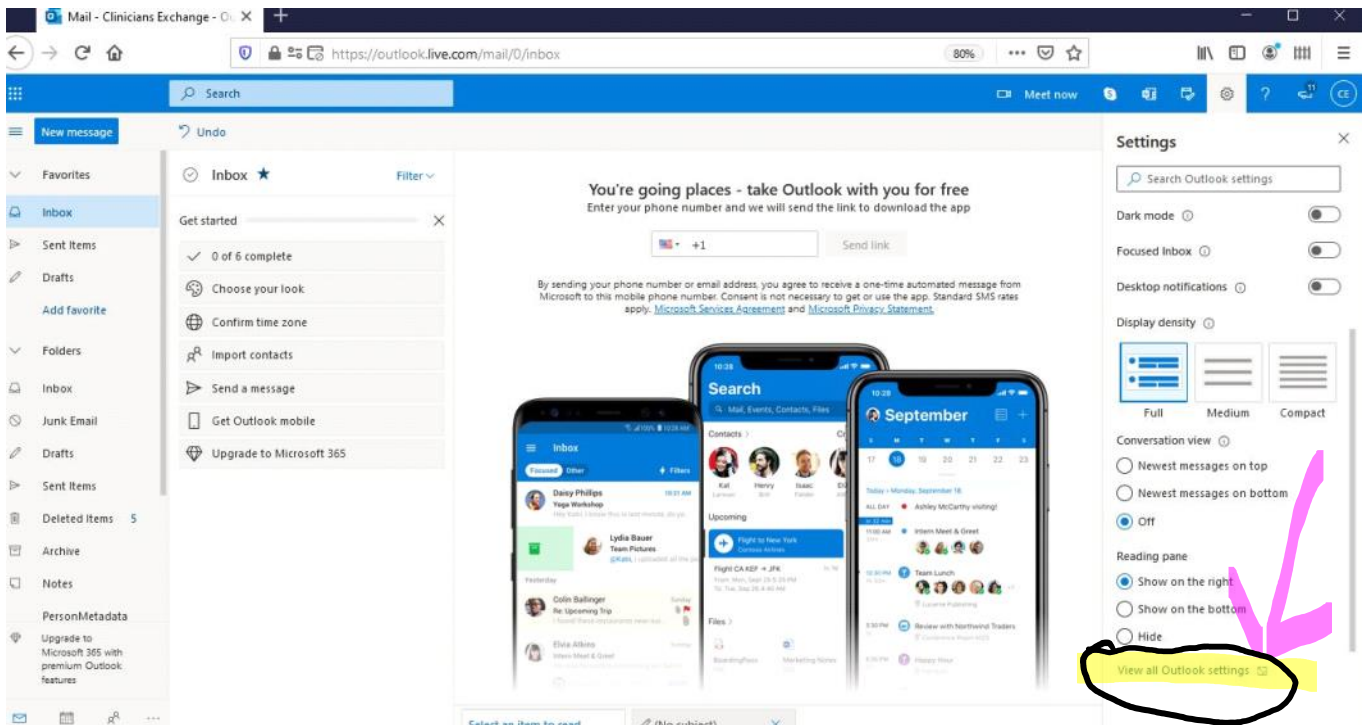


Setting Up "Safe Mailing Lists" In Hotmail and Outlook

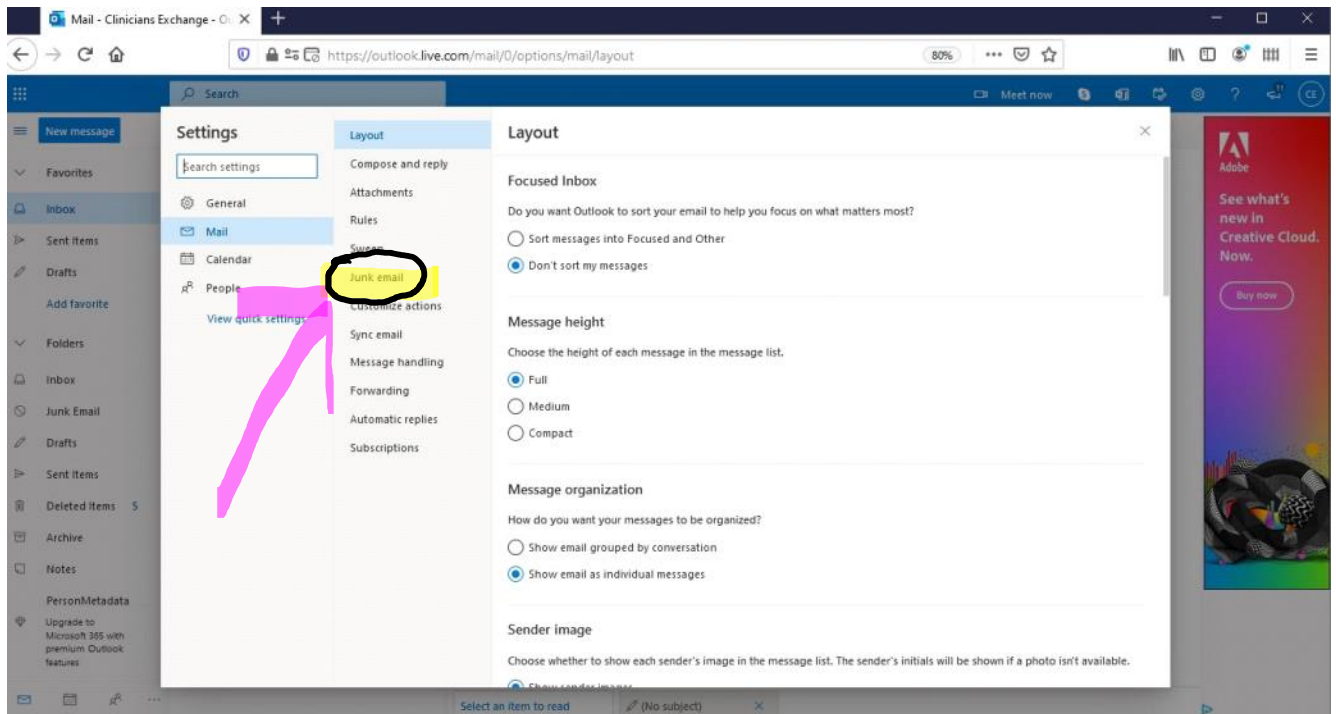
STEP #1: From the Inbox of your online Hotmail or Outlook email account, click on the "Settings" wheel in the upper right-hand corner of the page.



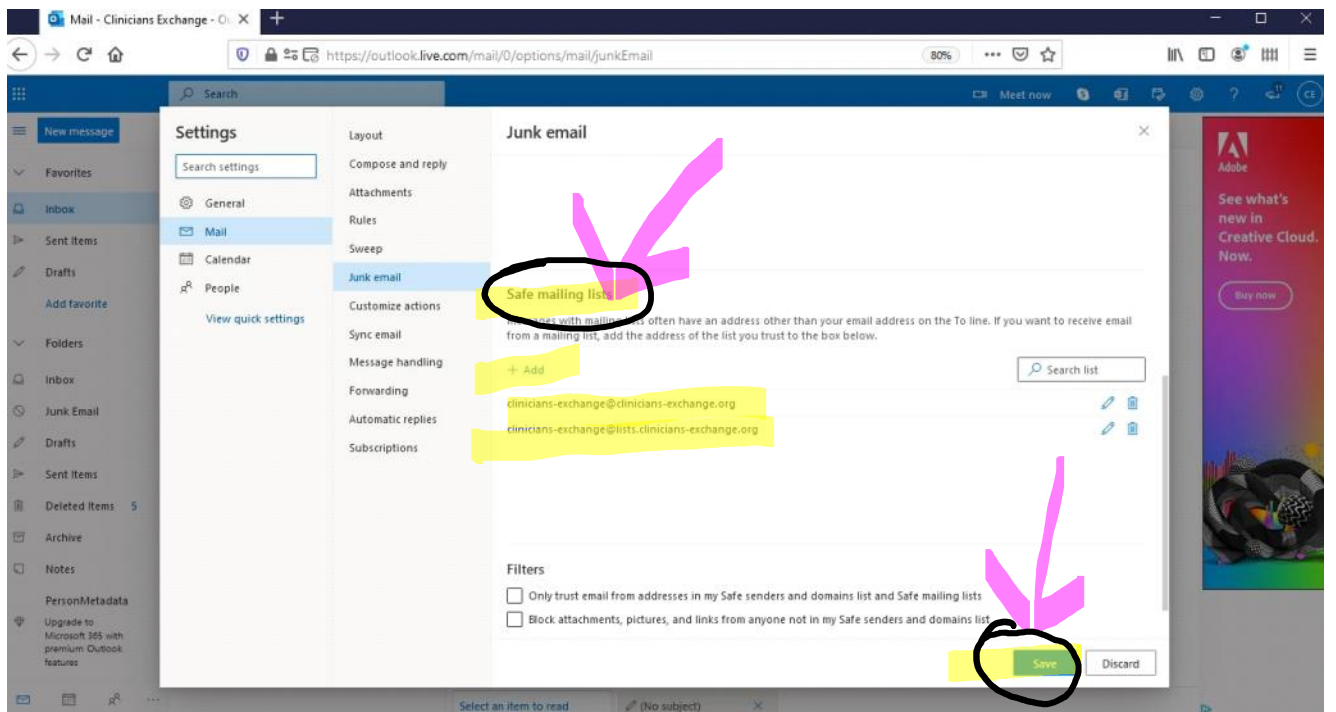
STEP #2: In the "Settings" dropdown control dialogue box on the right-hand side of the screen, scroll down to the bottom of the list (likely off-screen when you first start) and select "View all Outlook Settings".



STEP #3: When the controls for "View all Outlook settings" pop-up in a dialogue box, click on "Junk Mail".



STEP #4: When the "Junk Mail" controls dialogue box pops-up, scroll down to the "Safe Mailing Lists" section (which will likely be off-screen until you scroll down).



STEP #5: Click on "Add". Enter "clinicians-exchange@lists.clinicians-exchange.org" and press the "Enter" key on your keyboard. Click on "Add" again and enter "clinicians-exchange@clinicians-exchange.org" and press the

"Enter" key again. Make sure to click the blue "Save" button at the bottom right of the screen.

You are done! Close dialogue boxes and go back to your inbox.