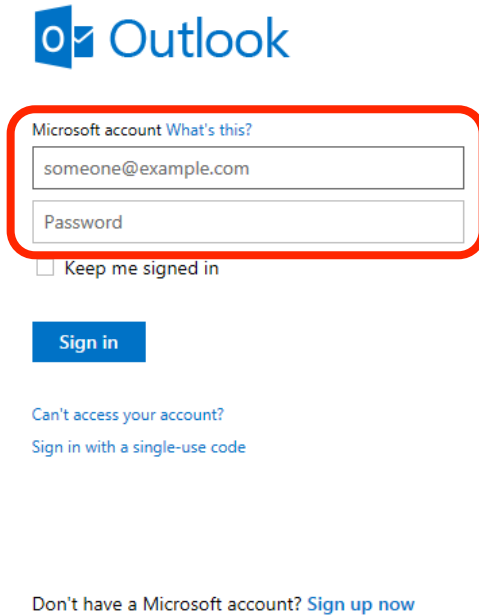


ADDING TTUHSC TO SAFE SENDERS FOR MICROSOFT ACCOUNT EMAIL ADDRESSES

1. Sign in to your Microsoft account

"Microsoft account" is the new name for what used to be called a "Windows Live ID." Your Microsoft account is the combination of an email address and a password that you use to sign in to email services at Hotmail, MSN, Live or Outlook.com. If you use an email address and password to sign in to these or other services, you already have a Microsoft account.



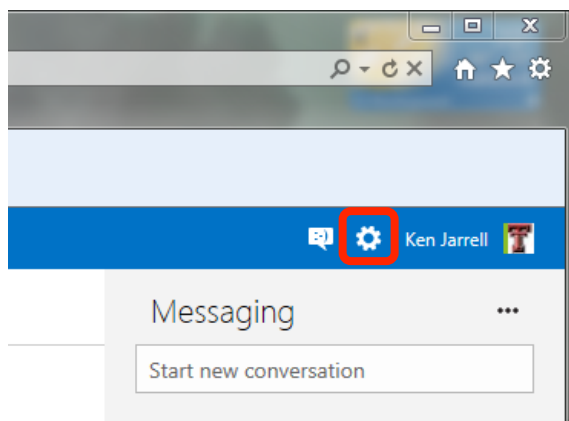
Sign in

[Can't access your account?](#)

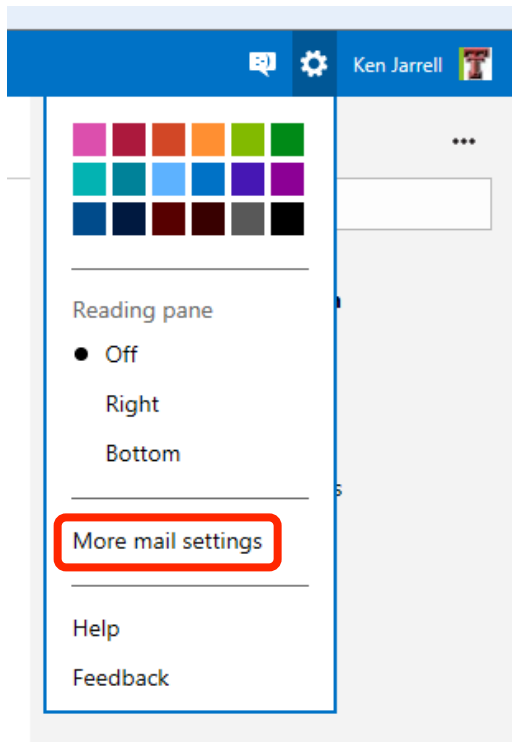
[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

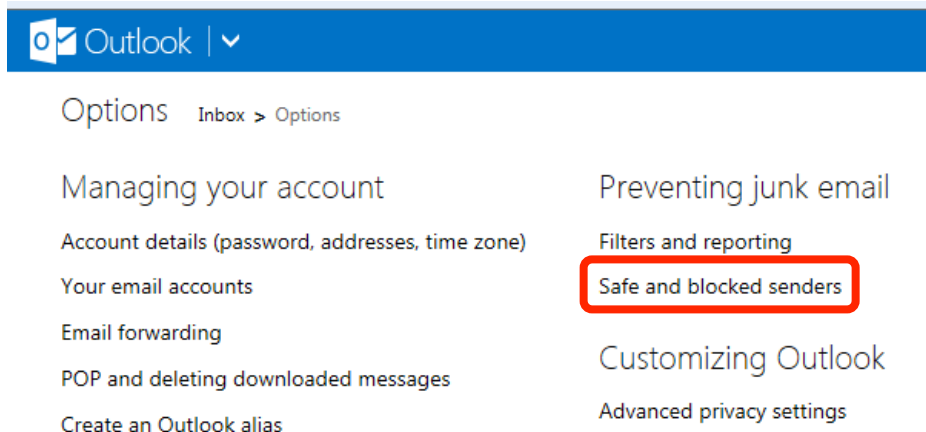
2. Click the gear icon in the upper right corner near account name.



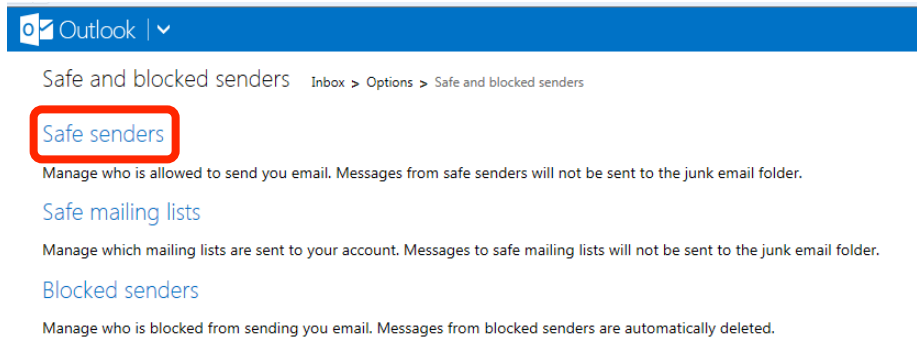
3. Choose **More mail settings** from the drop down menu.



4. Click **Safe and blocked senders** under **Preventing junk email**.



5. Click **Safe Senders**.



6. Enter **ttuhsc.edu** in the **Sender or domain to mark as safe field** and click **Add to list**.

