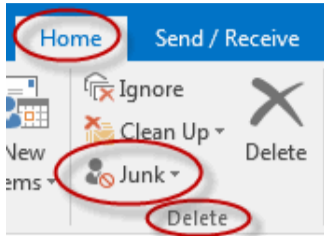


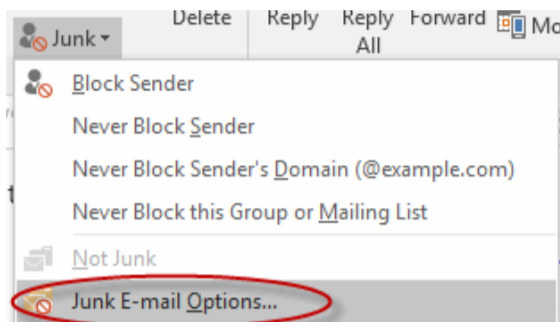
## How to Add the CAPSS e-Card address To Your Safe Senders List in Microsoft Outlook

To ensure that the e-Cards are not treated as junk mail, please follow this very short process to add our e-Card's email address [survey@webhost.snapsurveys.com](mailto:survey@webhost.snapsurveys.com) to your Safe Senders list. If you have any further queries, please contact [CAPSS@rcpsych.ac.uk](mailto:CAPSS@rcpsych.ac.uk).

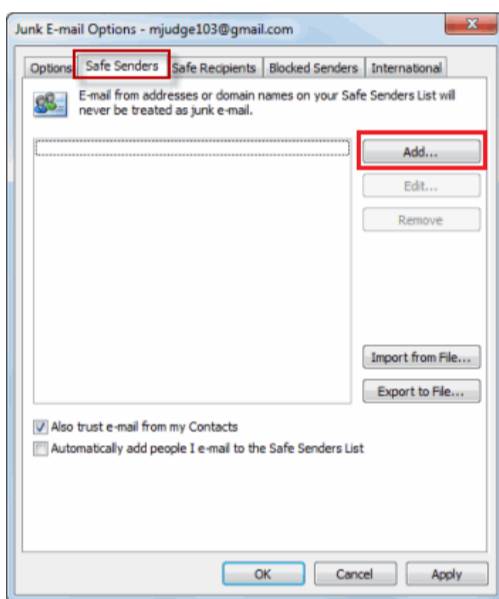
1. On the **Ribbon**, from the **Home** tab, in the **Delete** group, select **Junk**.



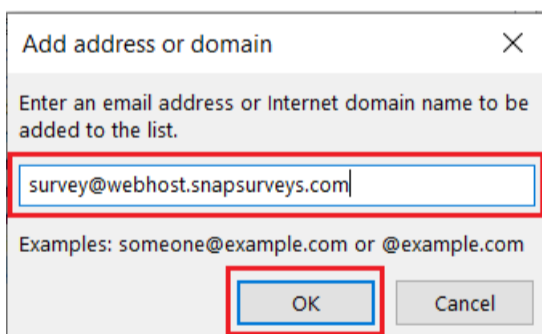
2. From the drop-down list, select **Junk E-mail Options**.



3. Select the **Safe Senders** tab and click **Add**.



4. In the **Add address or domain** dialog box, type the e-Card email address [survey@webhost.snapsurveys.com](mailto:survey@webhost.snapsurveys.com), and click **OK**.



5. In the **Junk E-mail Options**, click **Apply** to save your changes. Our e-Card will now be prevented from automatically going to your Junk E-mail folder.

