



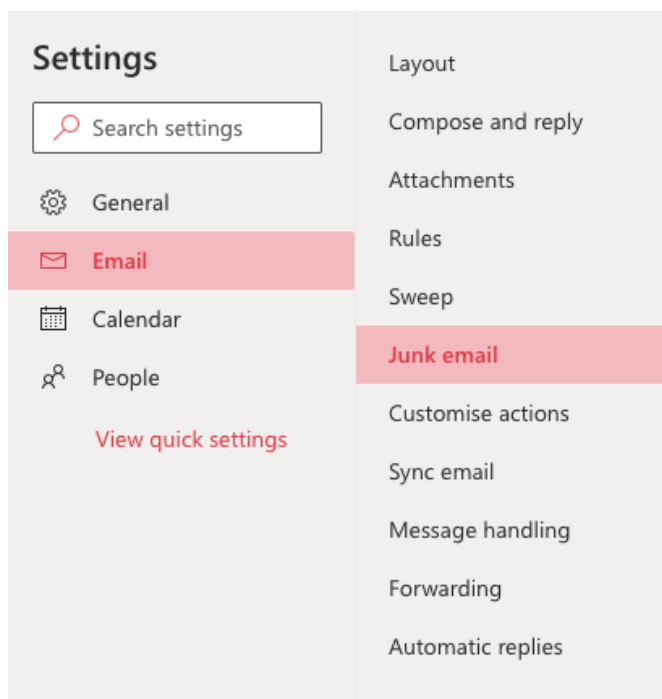
Music in Pinner Series

Hotmail via Outlook

1. Log into Outlook via the web
2. Click on the **Settings** cog – top right
3. This will open a side panel with various settings, scroll to the bottom and click **View all Outlook settings**

View all Outlook settings 

4. This will open a new window, now click on **Junk Email**



5. This new screen splits into two; **Blocked senders and domains** AND **Safe senders and domains**
 - a. If you see info@musicinpinner.org.uk in the **blocked senders and domains**, if found please click the bin icon to remove from here.
 - b. Search for info@musicinpinner.org.uk in the **safe senders and domains** and if not there, click the **+ Add** button, type in the email address and then press the **enter** button on your keyboard to add to this list
6. Scroll to the bottom and click **Save**