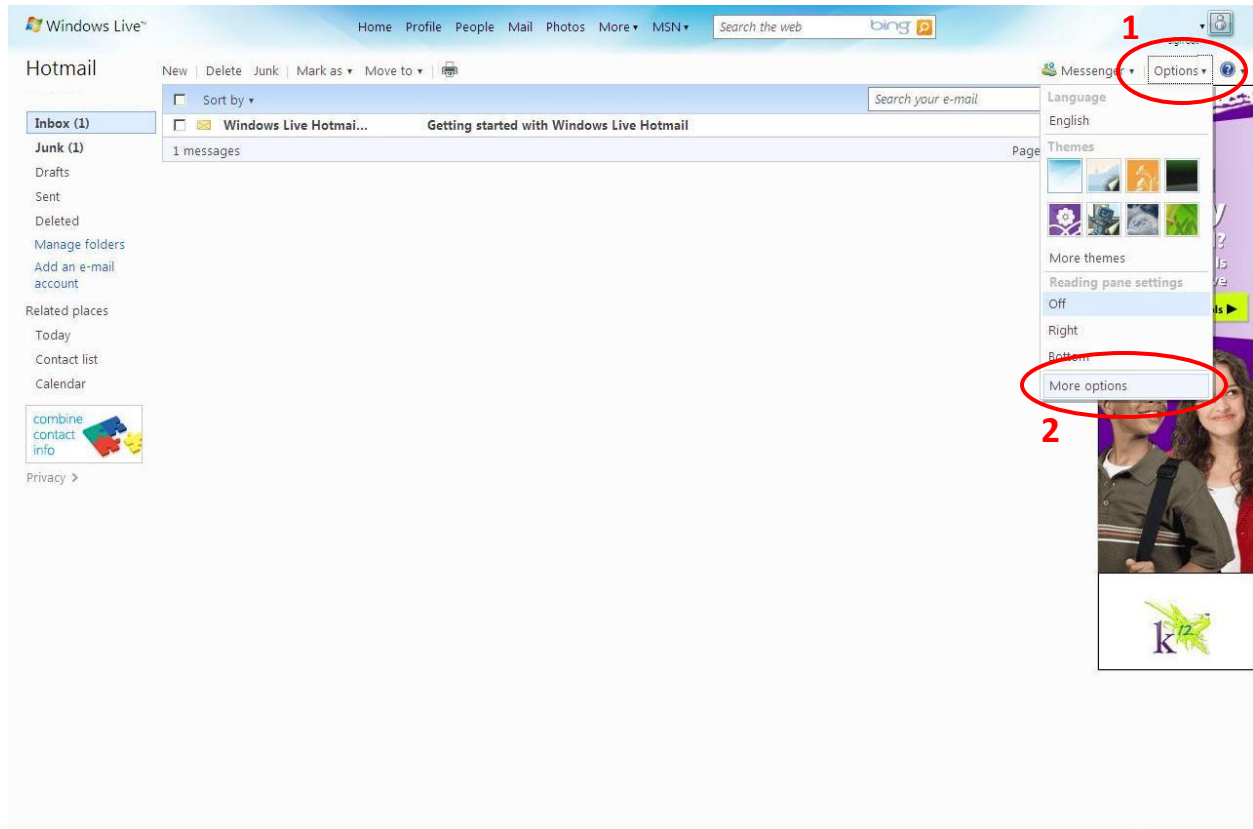


Hotmail/Live/MSN Instructions

- 1) Open Windows Live Mail and click on "Options" in the upper righthand corner
- 2) Click "More Options"



1) Click on "Safe and blocked senders"

The screenshot shows the Hotmail Options page. The page is titled "Hotmail Options" and features a navigation bar at the top with links for Home, Profile, People, Mail, Photos, More, and MSN. A search bar is also present. The main content area is organized into several sections:

- Go to inbox:** A link to return to the inbox.
- Show options for:** A list of options for Windows Live, Mail, and Spaces.
- Offers:** A link for Free newsletters.
- Related places:** A list of related places including Today, Contact list, and Calendar.
- Manage your account:** A section with links for "View and edit your personal information", "Send and receive mail from other e-mail accounts", "Forward mail to another e-mail account", and "Send automated vacation replies".
- Junk e-mail:** A section with links for "Filters and reporting" and "Safe and blocked senders". The "Safe and blocked senders" link is circled in red and has a red number "1" next to it.
- Customize your mail:** A section with links for "Choose a theme", "Select language", "Reading pane settings", "Personal e-mail signature", "Save sent messages", "Automatically sort e-mail into folders", "Reply-to address", "Mobile alerts for new messages", "Today page settings", and "i'm making a difference".
- Customize your contacts:** A section with links for "Clean up duplicate contacts", "Display contacts as...", "Import contacts", and "Export contacts".

At the bottom left, there is a "stay safer online" logo with a cartoon character. The page also includes a "sign out" link in the top right corner.

1) Click "Safe senders"

The screenshot shows the Hotmail Options page. At the top, there is a navigation bar with links for Home, Profile, People, Mail, Photos, More, and MSN. A search bar with the Bing logo is also present. The main heading is "Hotmail Options" with a sub-menu for "Options" and "Safe and blocked senders". On the left side, there is a sidebar with various options like "Go to inbox", "Show options for", "Windows Live", "Mail", "Spaces", "Offers", "Free newsletters", "Related places", "Today", "Contact list", and "Calendar". The main content area is titled "Safe and blocked senders" and contains three sections: "Safe senders" (circled in red with a red "1" next to it), "Safe mailing lists", and "Blocked senders". Each section has a brief description of its function. At the bottom, there is a footer with copyright information and links for Help Central, Account, and Feedback.

Windows Live™ Home Profile People Mail Photos More ▼ MSN Search the web bing sign out

Hotmail Options

Options ► Safe and blocked senders

Go to inbox: Safe and blocked senders

Show options for: **Safe senders** 1
Manage who is allowed to send you e-mail. Messages from safe senders will not be sent to the junk e-mail folder.

Windows Live
Mail
Spaces
Offers
Free newsletters
Related places
Today
Contact list
Calendar

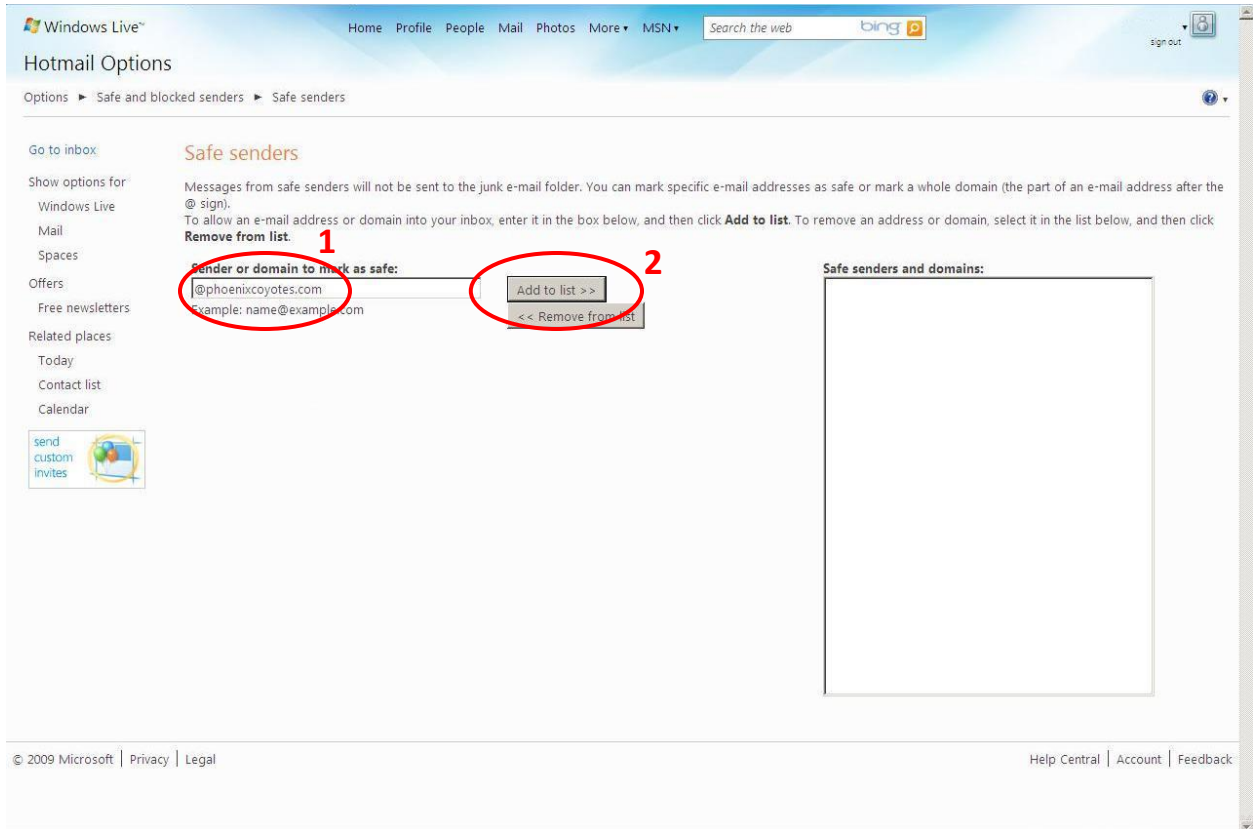
combine contact info

Safe mailing lists
Manage which mailing lists are sent to your account. Messages to safe mailing lists will not be sent to the junk e-mail folder.

Blocked senders
Manage who is blocked from sending you e-mail. Messages from blocked senders are automatically deleted.

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- 1) Enter “@phoenixcoyotes.com” into the “Sender or domain to mark as safe” box
- 2) Then click the “Add to list >>” button



Repeat the steps on page 4, however, instead of “@phoenixcoyotes.com”, enter “@coyotesmarketing.com”

From now on, all emails from the Phoenix Coyotes will be placed in the Inbox, rather than the Spam folder.