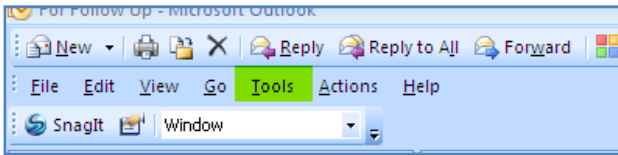


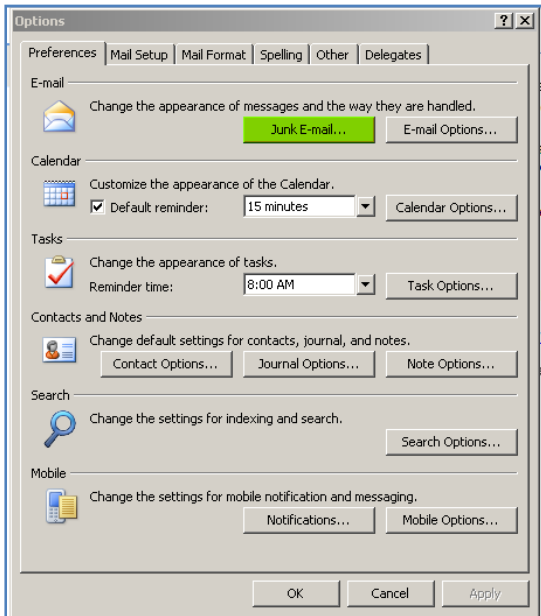
Adding Concur to Safe-Senders list in Outlook

Are emails from Concur going to your Junk Mail folder? Add them to your safe list by completing the following steps

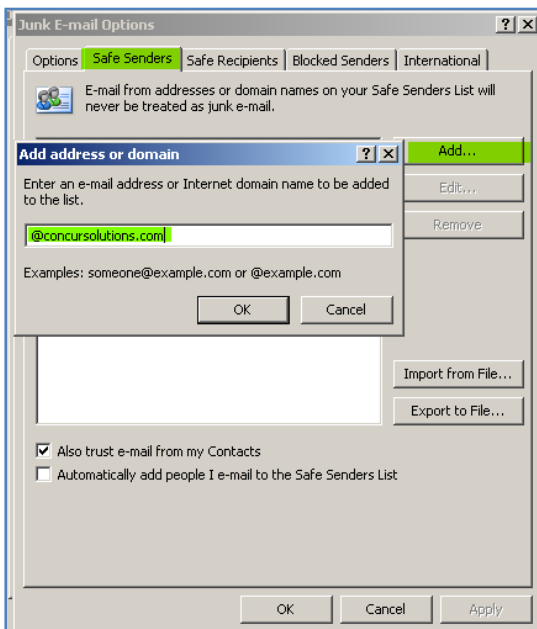
Open Microsoft Outlook. Select **Tools**. Then select **Options**



In the preferences tab select **Junk E-mail**



Select the **Safe Senders** tab and select “add” and type “@concursolutions.com” in the box that pops up.



Select **OK** and then **OK** again and you should be good to go!

Questions?

Contact Jenny Shoykhet or Tina Dennis with Concur questions.

Access Concur Tutorials, Guides, and FAQ at <http://www.concustraining.com/customers/corpedtraining/index.asp>

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