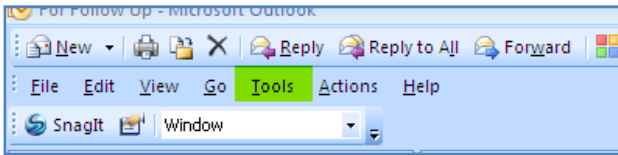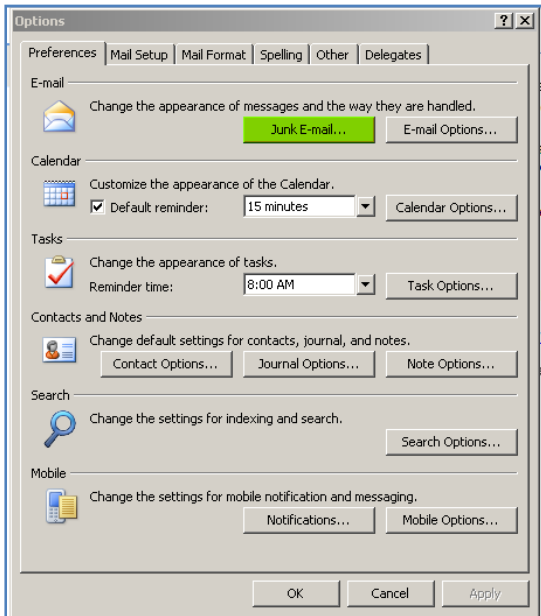# *Adding Concur to Safe-Senders list in Outlook*

PLANAR™

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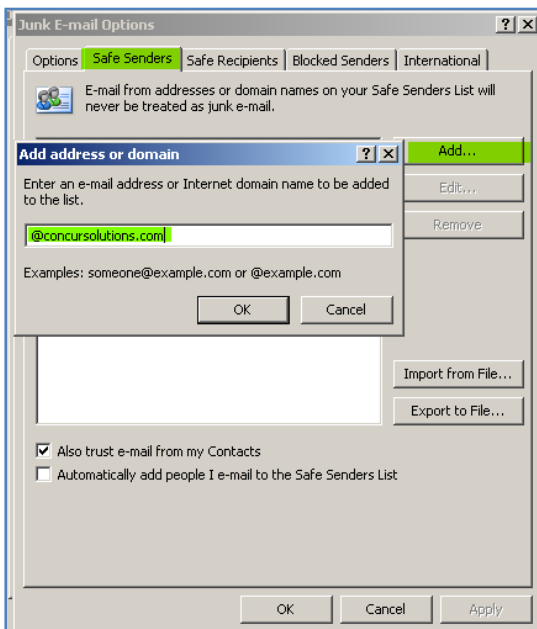

Open Microsoft Outlook. Select **Tools**. Then select **Options**

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!