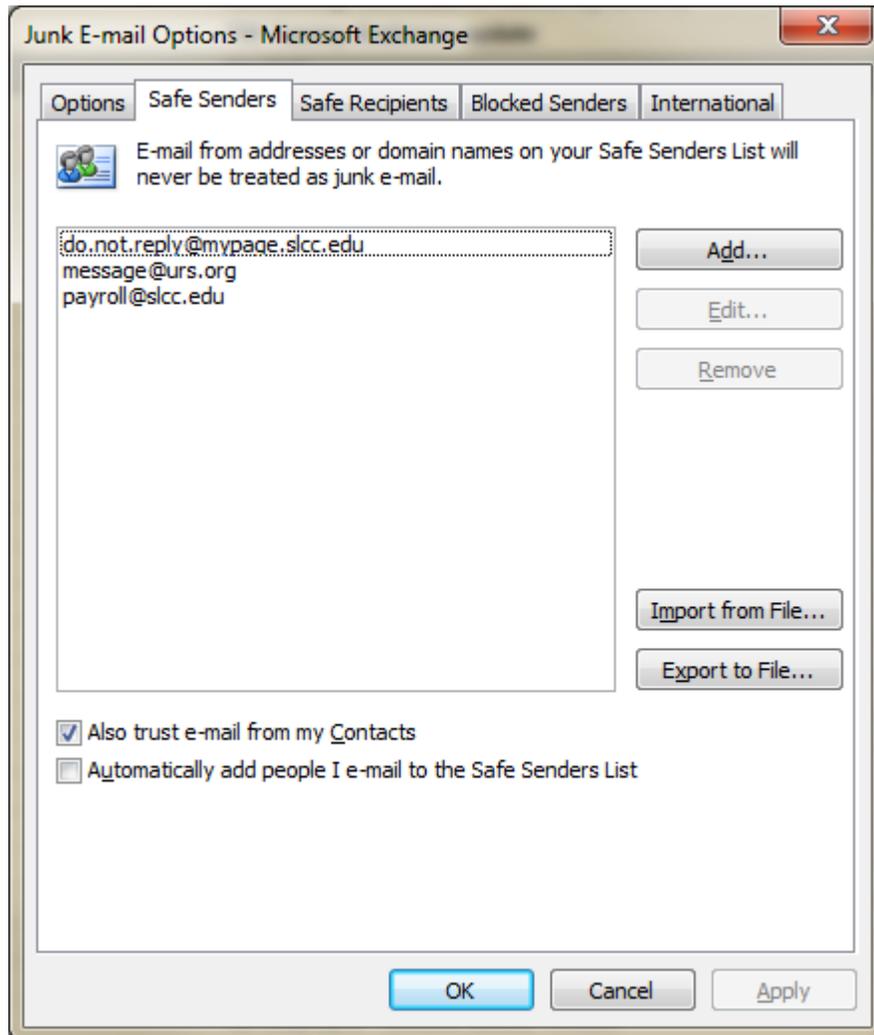


Outlook 2010 – Trusted Sites

If Direct Deposit Remittance, Labor Reports, Review Lists or any other email from payroll@slcc.edu is going to junk mail, following these procedures will fix the problem:

- Right click on any email in the Inbox
- Click on “Junk” (second from the bottom)
- Click on Junk-mail options (last entry on bottom)
- Click on the “Safe Senders” tab. Click Add: and type in payroll@slcc.edu
- Click “Apply”
- Click “OK”
- Items sent from payroll will now go to the inbox! YEAH!



Question: Call 801-957-4051