If Direct Deposit Remittance, Labor Reports, Review Lists or any other email from <u>payroll@slcc.edu</u> 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!

Junk E-mail Options - Microsoft Exchange	
Options Safe Senders Safe Recipients Blocked Sender	rs International
E-mail from addresses or domain names on your Safe Senders List will never be treated as junk e-mail.	
do.not.reply@mypage.slcc.edu message@urs.org payroll@slcc.edu	Add Edit Remove
	Import from File Export to File
 Also trust e-mail from my <u>C</u>ontacts A<u>u</u>tomatically add people I e-mail to the Safe Senders List 	
OK Cancel Apply	

Question: Call 801-957-4051