



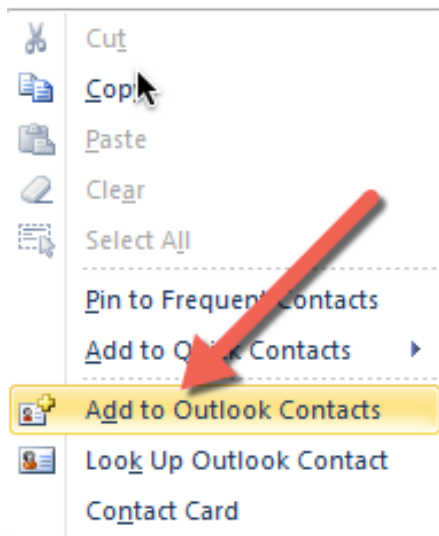
HOW TO ADD AN ADDRESS TO YOUR ADDRESS BOOK

Adding your Dedicated Service Advisor's email address and contact details to your Address Book or Safe Senders list helps guarantee that you receive every email from them in your inbox, rather than your spam folder. We have pulled together easy how to guides to help you add your representative's details in just a few minutes.



Microsoft Outlook

1. Open an email from your Dedicated Service Advisor
2. Right click on the your Dedicated Service Advisor's name and select **Add to Outlook Contacts**



Call a dedicated service advisor.
800-558-2808

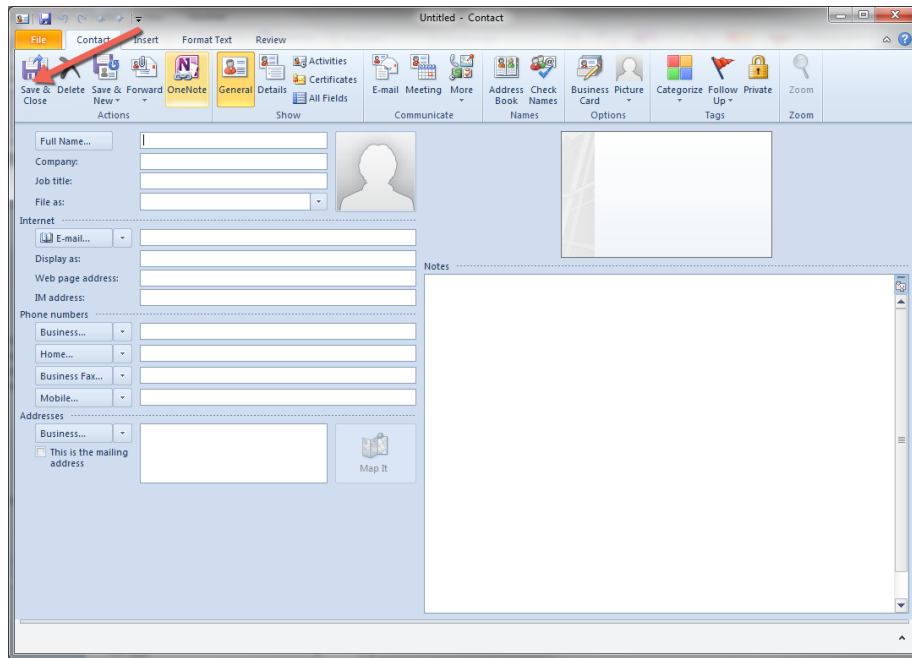


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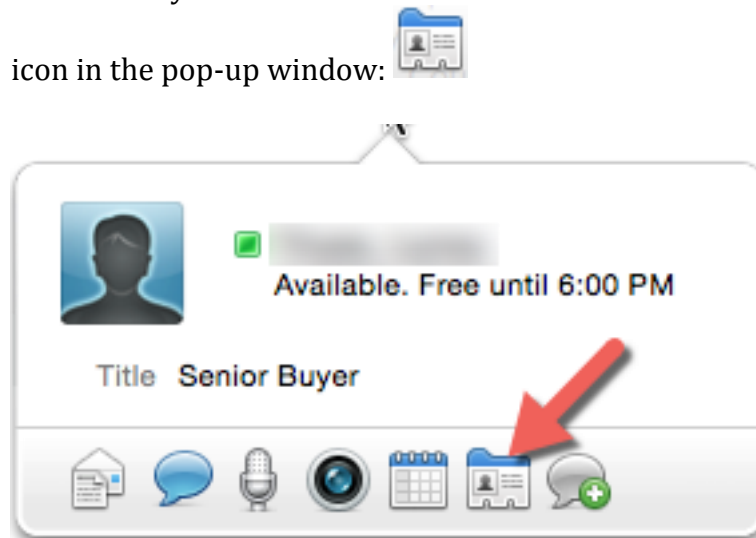
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3. Add additional information to the contact record and click **Save & Close**



Microsoft Outlook: Mac

1. Open an email from your Dedicated Service Advisor
2. Hover over your Dedicated Service Advisor's name and select the contact



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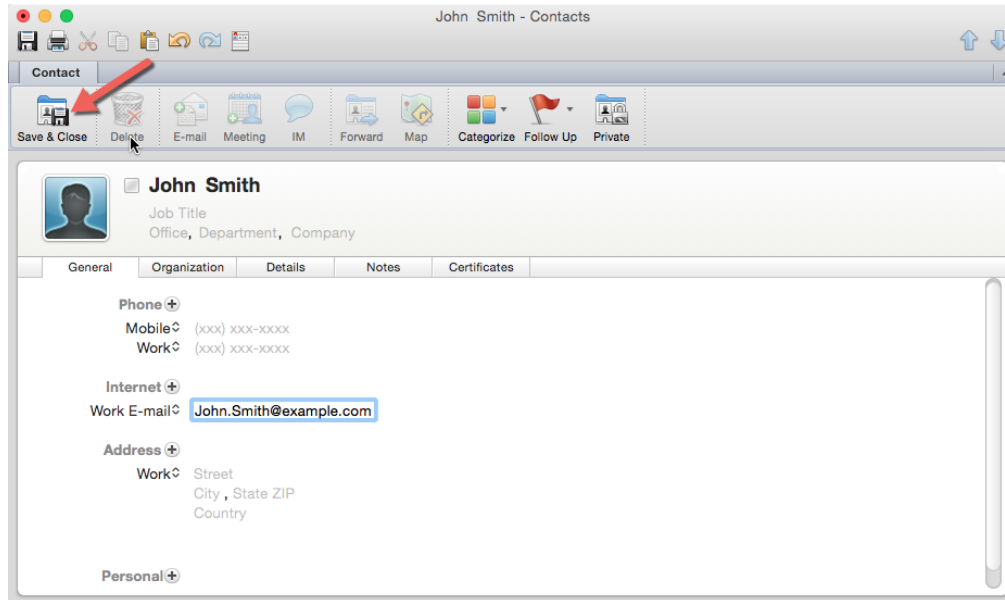


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3. Add additional information to the contact record and click “**Save & Close**”



Older versions of Outlook:

Outlook 2007

1. Open an email from your Dedicated Service Advisor
2. Click on **Actions** in the top tool bar
3. Select **Junk E-mail** from the dropdown menu
4. Choose **Add Sender to Safe Senders List**

Outlook 2000

1. Open an email from your dedicated service advisor
2. Right-click the email address in the **From** field
3. Select **Add to Contacts** in the dropdown menu
4. Click OK



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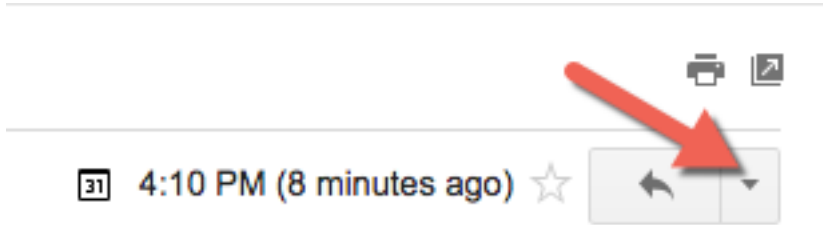
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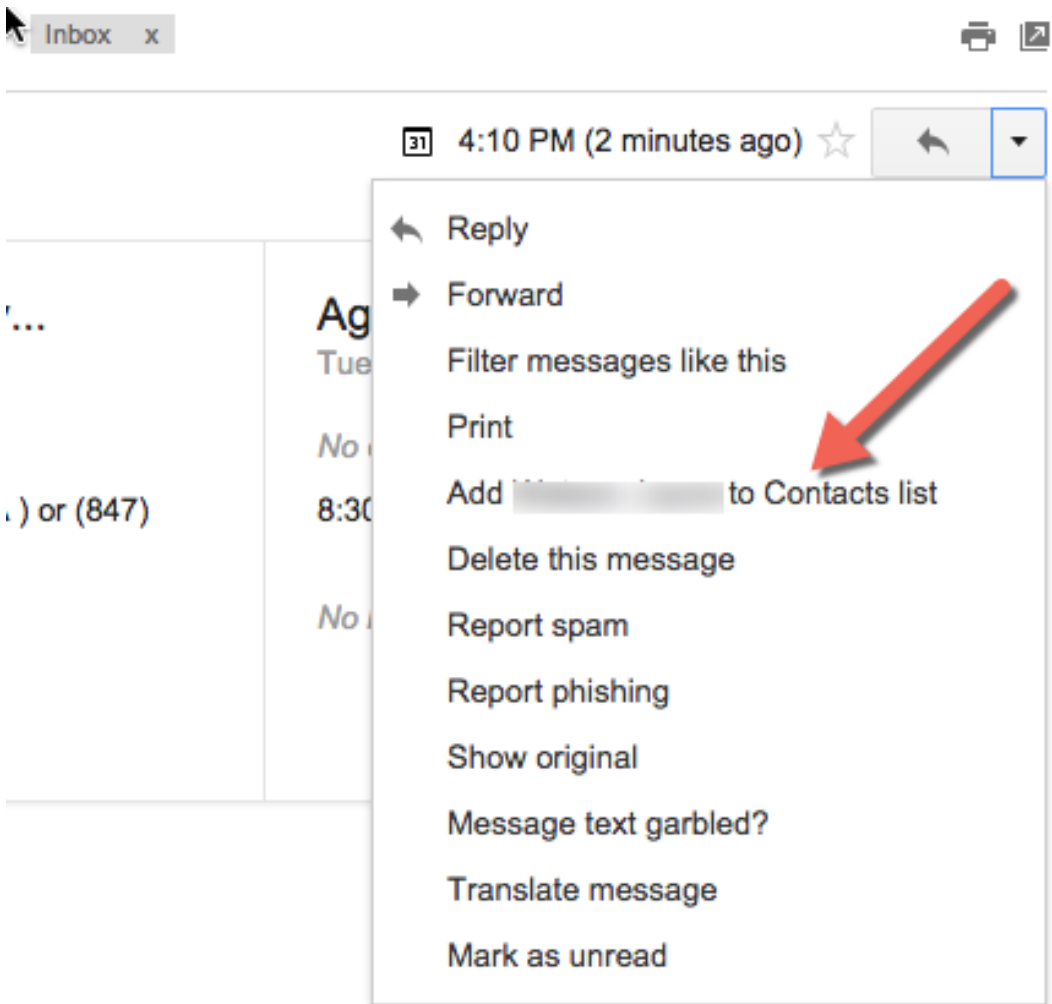
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Gmail

1. Open an email from your Dedicated Service Advisor
2. Click the arrow next to the **Reply** icon



3. Select **Add <your representative's name> to Contacts list**



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800-558-2808



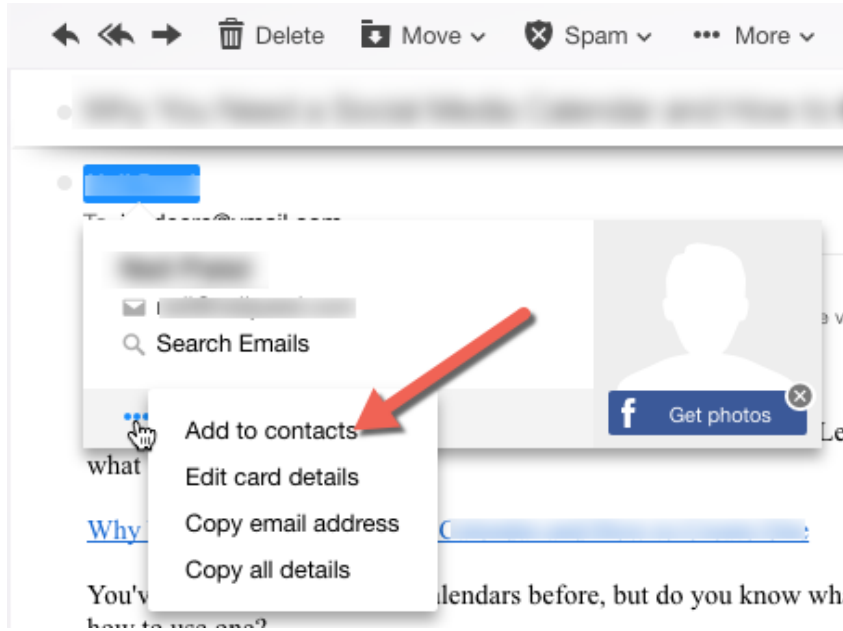
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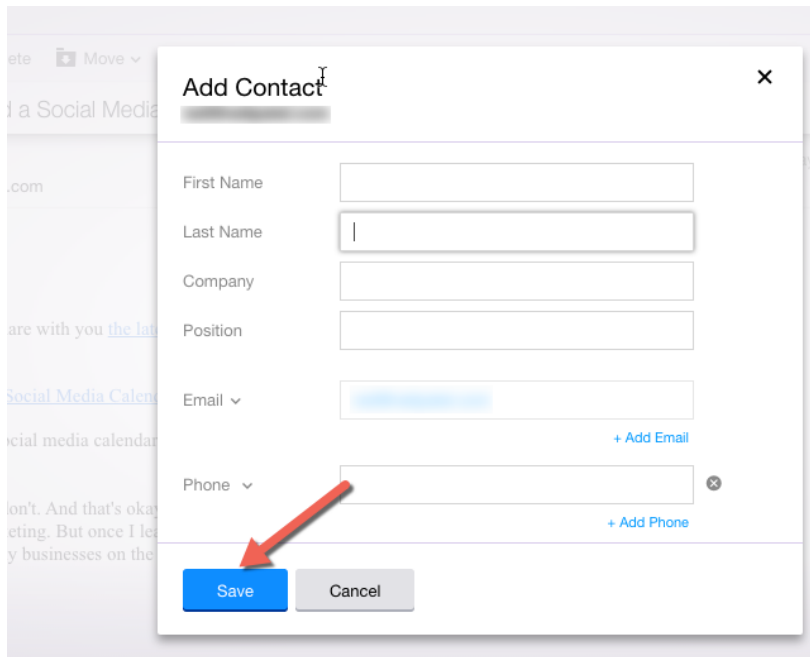
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Yahoo Mail

1. Open an email from your Dedicated Service Advisor
2. Click on their name and select **Add to Contacts**



3. Add any additional contact information you want to the Contact Record and click **Save**



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