AON

How to Add Aon as a Safe Sender

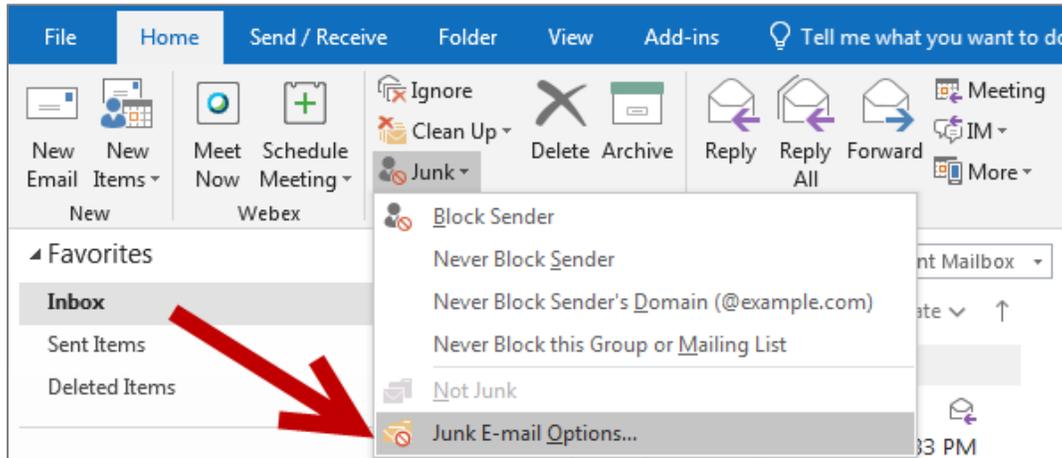**Some email systems will automatically file incoming emails as "spam" and these emails are never received in your inbox. To stop specific senders' emails from being automatically filed in your spam folder, you can add the email domain as a 'Safe Sender.'**

1. Within Outlook, click to the "**Home**" tab, click the "**Junk**" dropdown, and select "**Junk E-mail Options**."

2. Go to the "**Safe Senders**" tab and click on the "**Add**" button.
3. In the "Add" pop-up window, you can enter any domain that needs to be added as a Safe Sender. To add Aon, type "**@aon.com**" and click "**OK**." Aon is now a Safe Sender and incoming emails from Aon will be directed to your inbox rather than your Spam folder.