



## HOW TO ADD IDHS AS A SAFE SENDER

IDHS transitioned to a new mass marketing platform. GovDelivery is being phased out. To ensure you receive important emails from this new platform, you may need to add the following email addresses as a safe sender:

- [dhs@subscription.in.gov](mailto:dhs@subscription.in.gov)
- [eoc@subscription.in.gov](mailto:eoc@subscription.in.gov)

## OUTLOOK INSTRUCTIONS

1. Open your [Outlook in your preferred browser](#). Do not use the Outlook desktop app.
2. In the top right corner, click on settings.
3. From left to right, click on “Mail”, then “Junk email”
4. Under **Safe senders and domains**, click on “Add safe sender,” enter the email address or domain you want to add and select “OK”.
5. Select **Save**.

## GMAIL INSTRUCTIONS

1. Log into your Google account.
2. Click the Google Apps icon in the top right corner of your screen.
3. Select the Contacts app.
4. Select “Create Contact.”
5. Enter the email address and any appropriate information.
6. Save the information to your address book.