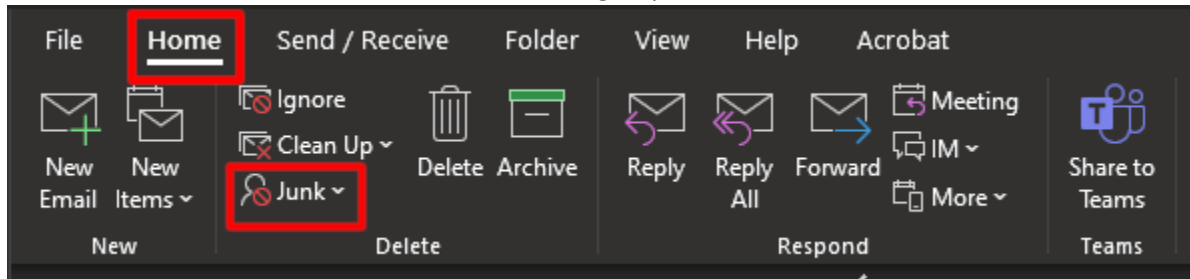


After an individual is selected through the MSP QPA process, an offer letter is sent to you. To keep the offer letter from going to SPAM please complete the following steps in Outlook.

### To add email address to Safe Senders list so email is not blocked as SPAM

- 1) In Outlook, while viewing your Inbox
- 2) On the Ribbon, from the Home tab, in the Delete group, select Junk



- 3) From the drop-down list, select “Junk E-mail Options...”
- 4) Select the “Safe Senders” tab.
- 5) Click on the Add button
- 6) In the “Add address or domain” dialog box, enter [@na1.conga-sign.com](mailto:@na1.conga-sign.com)
- 7) Click on the OK button
- 8) In the Junk E-mail Options dialog box, click on the OK button to save your changes and close the dialog box

If the offer letter is blocked by the SPAM filters, the you can follow the instructions below to release the email and have it sent to your inbox.

### How to release an email blocked as SPAM or Bulk email

- 1) Go to <https://protection.office.com/quarantine>
- 2) Locate the block email in the Quarantine list and click on the checkbox to the left to select the email
- 3) Click on the “Release” button
- 4) Click on the “Release message” button
- 5) In time, the message(s) will appear in your inbox