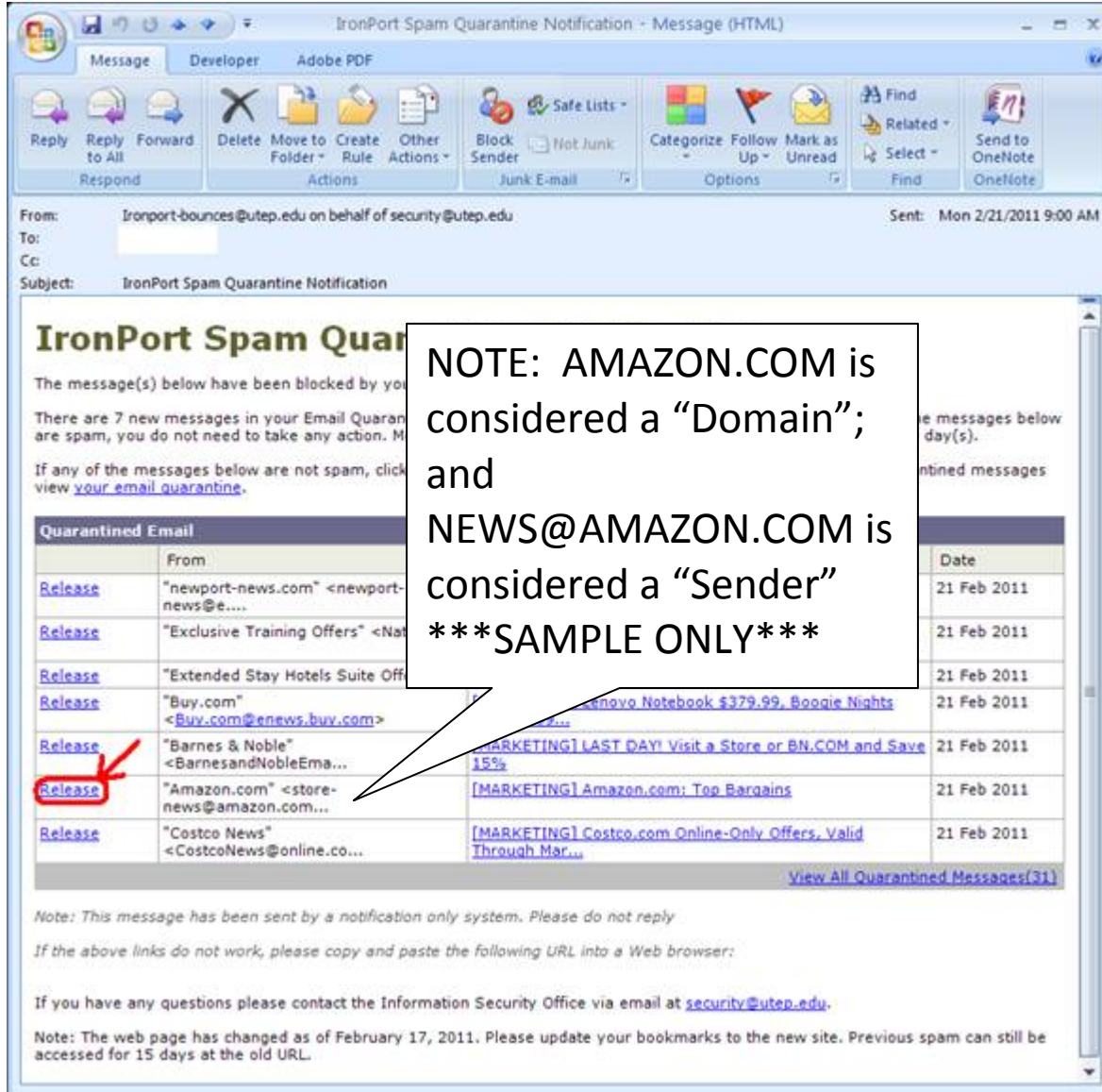# How to Release a Message and Add to Your Safelist
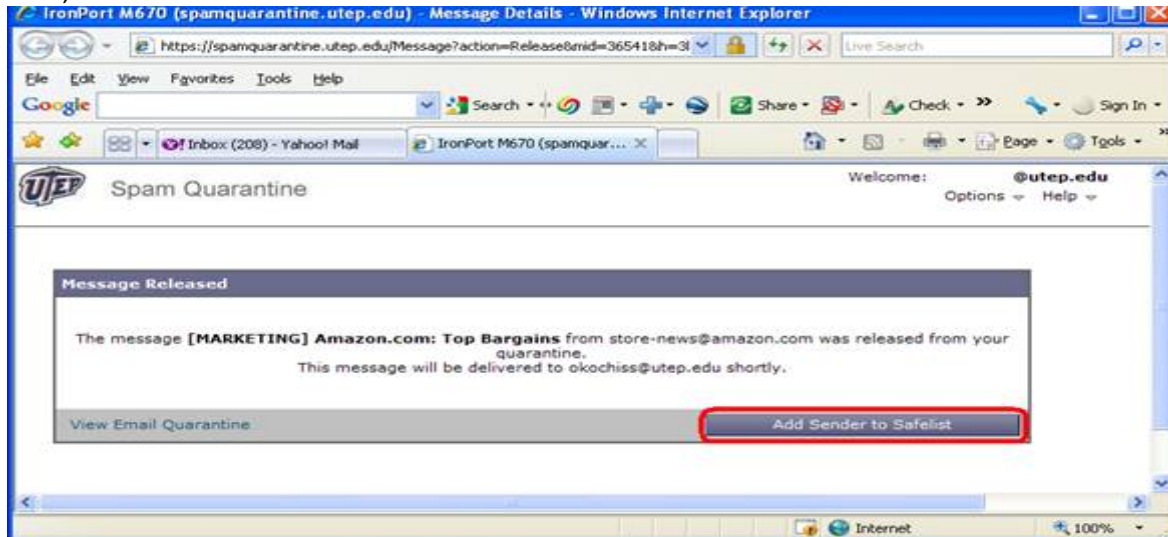
Click on the message that you want to "RELEASE" – the message is automatically released to your INBOX.

Next, click on "ADD SENDER TO SAFELIST".

You will then be asked to enter your UTEP **username** and **password** as illustrated below:

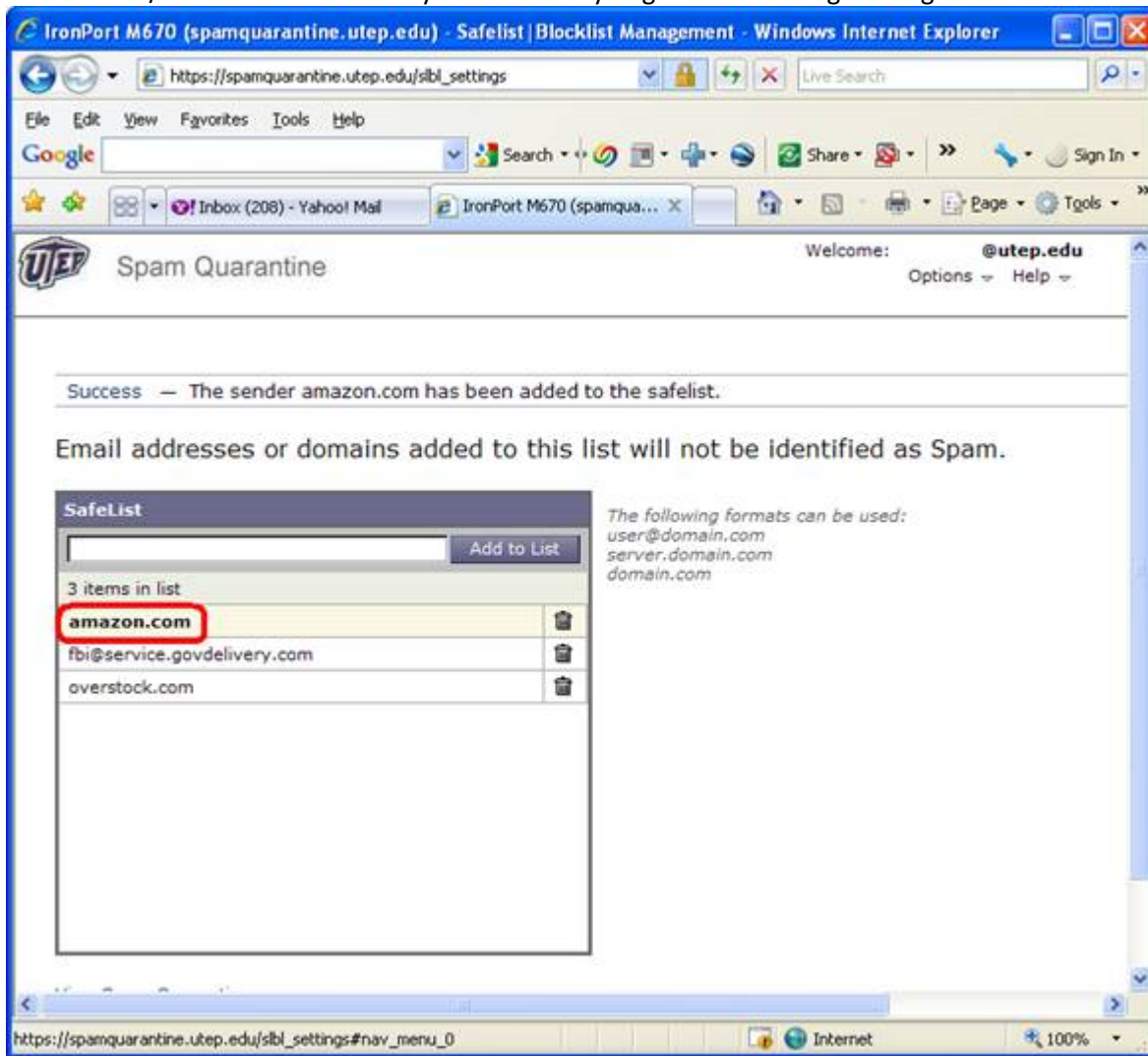Next, enter the "SENDER'S" email address OR the "DOMAIN" (1) and click on "ADD TO LIST" (2).
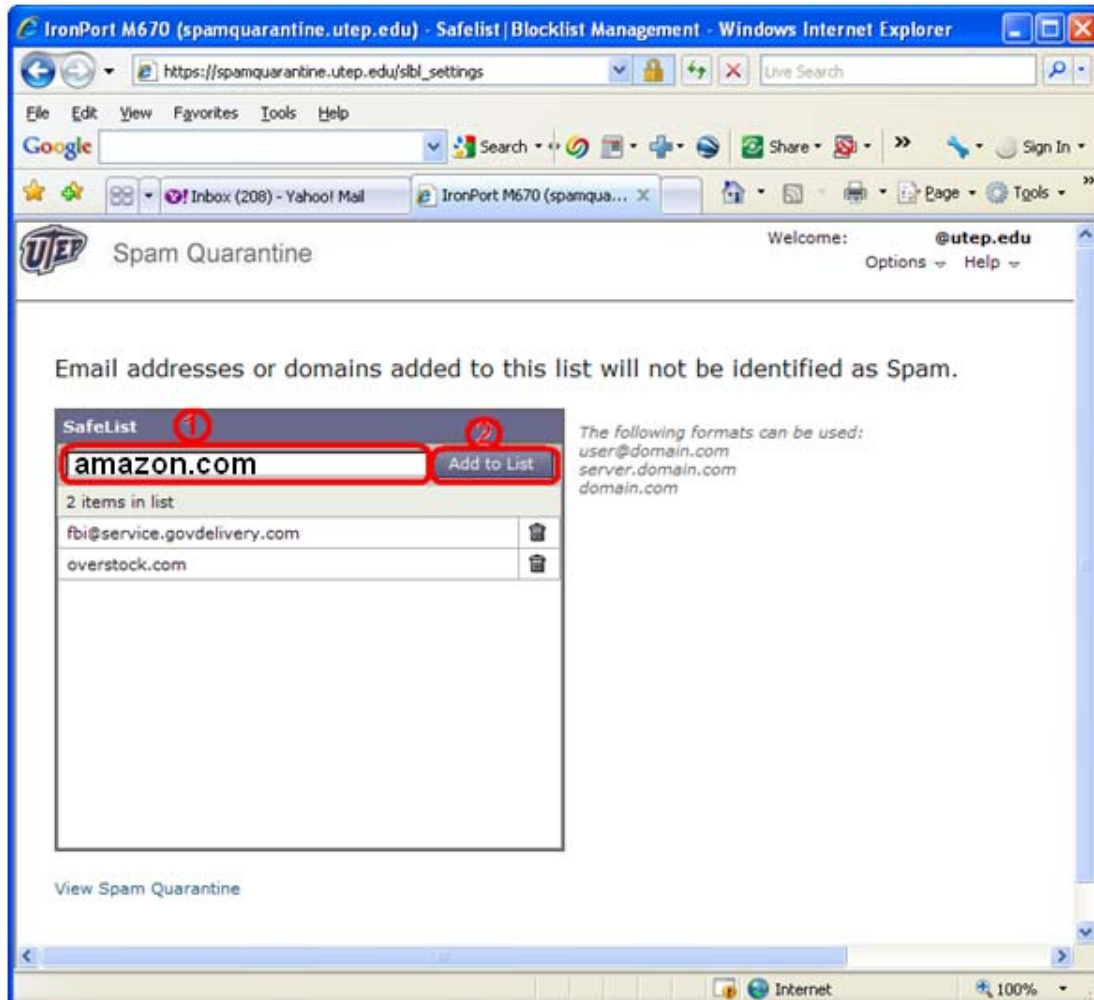
The SENDER/DOMAIN is successfully added when you get the following message:

You are done! To Log Out go to the "OPTIONS" drop-down option on the top-right corner of the page and select "LOG OUT".