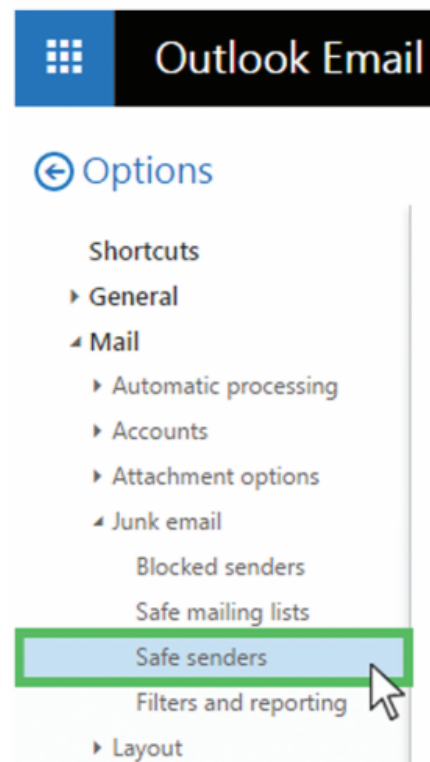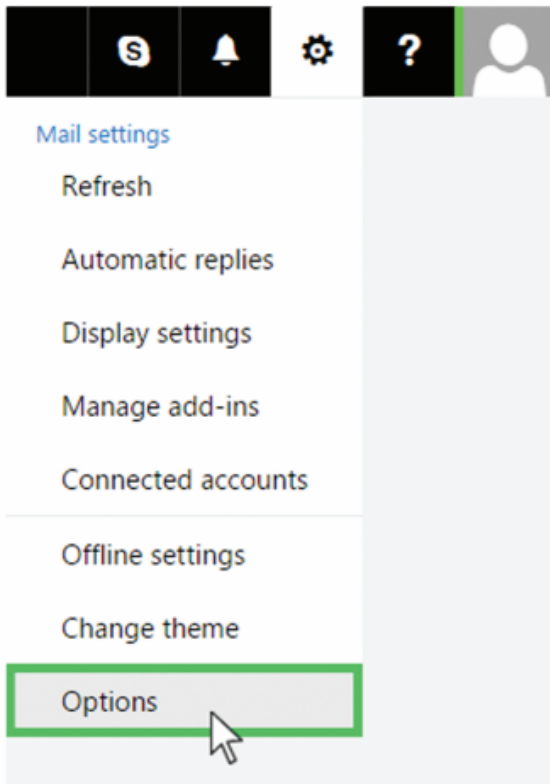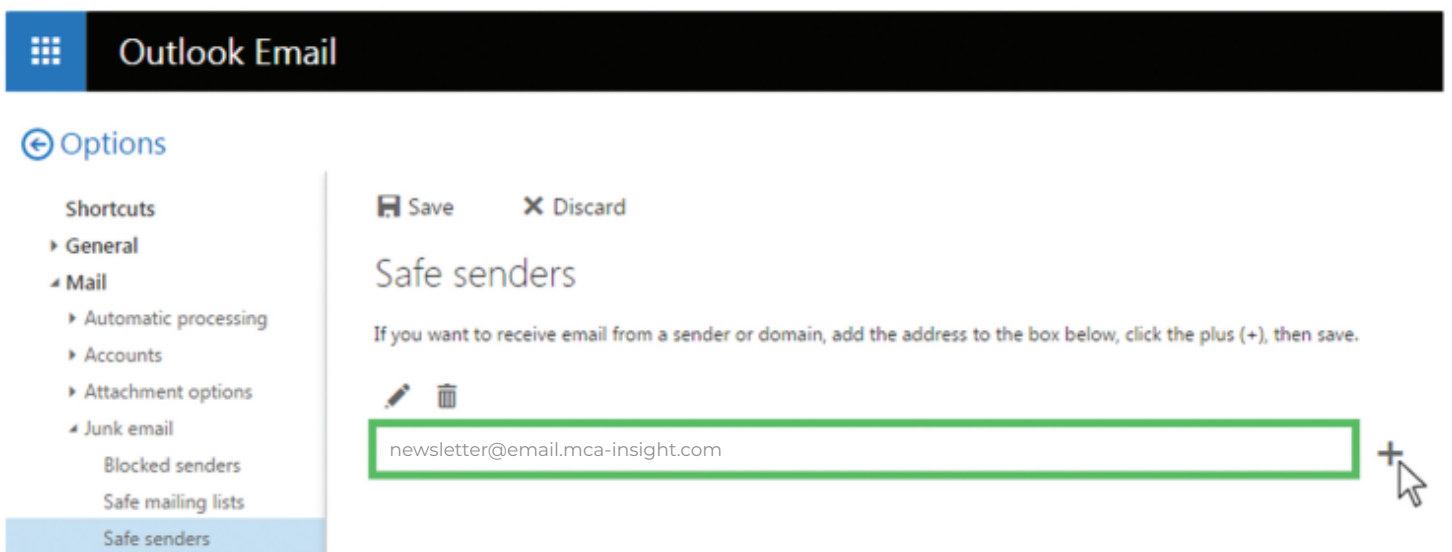**MCA.** Eating and drinking out market insight.

Outlook.com or Windows Live Mail

1. Click on the cog icon (Settings Menu) located on the top right and choose 'Options'

2. On the menu located on the left hand side, select 'Safe senders' (under Junk email)

3. Type 'newsletter@email.mca-insight.com' into the text box and click the + button to the right of the box to add us to your safe senders list

4. Press 'Save' at the top of the page to complete the process