

Add an Email Address to your Safe Senders' List

Most e-mail clients (Outlook, AOL, Hotmail, etc.) include spam blockers that can affect delivery and display of some e-mail messages. Sometimes those desired e-mail communications might not reach you, or fail to display images.

Adding the **email address** or **domain** to your list of safe senders will ensure delivery. Here are some instructions to help you do that:

Outlook 2007 or Outlook 2003: You have several options:

1. Go to "Actions" on your e-mail menu bar. Select "Junk E-mail" from your pulldown menu. Select "Add Sender to Safe Senders List."
2. Right-click in the message and select "Add the Sender to Safe Senders List".
3. Go to Tools on the menu bar. Select "Options" in the pull-down menu. Under "Preferences", select "Junk E-mail". Then click on the "Safe Sender" tab. Click the "Add" button. Type the email address of the sender in the text box.

Outlook Express

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AOL 9: You can do either of the following:

1. Add the e-newsletter mail address to your address book.
2. Reply to the newsletter. If you reply to your email, AOL automatically puts the e-newsletter address in your address book.

AOL 8

1. Open the e-mail.
2. Click the "Add Address" icon on the right.
3. The e-mail address is pre-populated in the "Contact Details" pop-up
4. Verify that the pre-populated information is correct
5. Click "Save"

MSN Hotmail

1. Go to the "Options" page.
2. On the left side of the page, click "Mail," and then click "Junk E-Mail Protection."
3. Click "Add Senders to Safe List."
4. Type out the email address of the sender and then click "Add."

Yahoo! Mail

1. Use the "Not Spam" button to report messages you want in your Inbox that were delivered to your Bulk folder.

Earthlink: If the e-newsletter e-mail address is in your Address Book, Earthlink won't block it.

1. Go to your Address Book, click the "Add" button. You only need to enter the e-mail address under Internet Info..

Gmail

1. Open the e-mail
2. Click "More Options" in the e-mail header.
3. Click "Add Sender to Contact List"

Apple Mail

1. Add the email address to your address book.
2. In Training mode, emails will arrive in the INBOX highlighted in brown. In Automatic mode, junk emails will arrive in the Junk box. To add an email that arrived in the JUNK folder, highlight the email message.
3. Choose Message > Mark > As Not Junk Mail