How To Whitelist Important Emails

Don't miss out on a great holiday deal because

the email went to your spam folder! Go on, add us to your safe senders list right now! Here are simple instructions for each email client if you're unsure how to do this.

HOW TO WHITELIST IMPORTANT EMAILS

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Whitelisting is a term used in the industry and means asking subscribers to add a sender's email address to their address books. By whitelisting your favourite emails you can ensure that you receive the next great holiday deals and important messages straight to your inbox. Below are examples

of some of the more popular email clients that you might be using to

receive emails. Each section has simple steps on how to whitelist a sender's email address

Gmail Comcast **MSN** Yahoo Cox.net Norton AntiSpam <u>Hotmail</u> Road Runner **McAfee**

AT&T WebMail Entourage AOL **EarthLink** Mail.com **Outlook**

MacMail Thunderbird GMX Verizon Windstream

Gmail Log into your account and open up the email in your inbox. Hover over the sender's name and a window will pop up. Select "Add to Contacts" to

Inbox x

save the sender to your Contacts list.

AWeber

testing@gmail.com

Add and invite

Add to Contacts Emails

AWeber testing@gmail.com via aweber.com

Welcome to the List!

to me

"Settings".

button to "Add" a filter.

Settings

Viewing email

Writing email

Vacation Response

Blocked Addresses

Then deliver the email

to the following folder

Save

Options

Your email accounts

Email forwarding

Messaging history

AOL

there, click "Mail Settings".

SEARCH

bscriber. We appreciate hearing from...

ular Newsletter! Woot! Woot! Click b...

your changes.

Compose

IMAP and POP

Filters and Alerts

Today ✓ AWeber

Welcome to the List!

About Mail

Services

Hide Mail

Show All

Quit Mail

(a)

Active | Description

News From Apple

down menus. Click "Ok" to save the rule.

Rule" button.

000

Hide Others

Preferences..

Provide Mail Feedback...

Create an Outlook alias

Rename your email address

Click on "Safe senders".

Inbox > Options

Account details (password, addresses, time zone)

Managing your account

Sending automated vacation replies

POP and deleting downloaded messages

Accounts

Filters Security

Messenger

You can also whitelist in GMail before opening the email. To do so, hover over the sender's name next to the subject line in the inbox. Click "More" in the pop-up box. Select "Add to senders" to save to your Contacts list. Also check the "promotions" tab in Gmail and remove, if an email happens to find its way in there). Yahoo!

Log into your account, hover over the "Settings" icon and click

Search Web Testing Home **Themes** Settings View v Ad Free Mail Time Than You Think Sponsored Help Apps Roundup July's five featured apps include 2:33 PM Send Feedback ar Steve Thanks for signing up for the totally tubul 2:33 PM In the "Settings" tab, select "Filters" from the left menu and click the

Sort incoming messages into

folders

Email body Contains

Inbox

Cancel

Add

Type a name for your filter in the "Filter name" field. Select "contains" in the "sender" drop-down menu. Type the sender's email address in the "sender" text field. In the "Move to Folder" drop-down menu, select "Inbox". Click the "Save" button in the top bar to save the filter. Filter Name: Sender Match case If all of the following rules are true... Contains Recipient Match case Contains Subject Match case Contains Match case

Hotmail In the upper right hand corner of your account, click on the "Settings" icon. From here, click on the option for "Options". 回(中) Testing . Plan for

Reading pane

Right

Bottom

Manage rules

Options

While in this section, click on the option for "Safe and blocked senders".

Manage categories

Preventing junk email

Filters and reporting

Safe and blocked senders

Advanced privacy settings

Keyboard shortcuts

Language

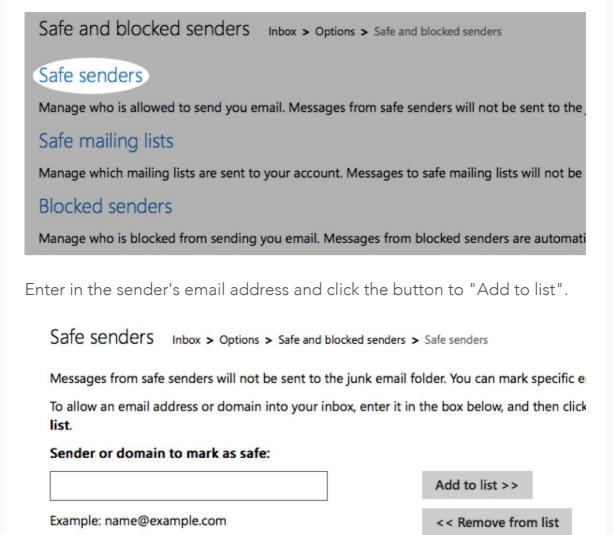
Customizing Outlook

Rules for sorting new messages

receive a

A® Prepaid each eligible activation.

Off



While in this section, click on the option for "Safe and blocked senders".

In the upper right hand corner of your account, click on "Options". From

All 2 v

DATE

6:54 pm

6:54 pm

On the "Settings" page, click "Spam Settings". From there, choose

"Allow mail only from addresses I specify" on the drop-down menu. Enter in the sender's email address, click the plus button, and click save to save

Testing

Testing

Account Info

Mail Settings Mail Themes

your-email@aol.com

Make AOL My Homepage

Send Us Your Feedback

Check your Spam folder every few days to make sure wanted endelivered there.

Block mail containing pictures or files Block mail containing specific words and phrases

Permanently delete blocked mail Deliver blocked mail to Spam folder

Add Sender to Blocked Senders List Add Sender to Safe Senders List

Mark as Not Junk

Add Sender's Domain to Safe Senders List

Add Rule

Edit

Duplicate

Remove

(?)

Sign Out Options

ered to your Sp

+

Mobile Mail Content Filter

Outlook 2003 (and higher)

Spam Settings

Sender Filter

Blocked Mail

MacMail Select "Mail" and "Preferences" from the top menu. Mail File Edit View Mailbox Message Format Window Help

In the "Preferences" window, click the "Rules" icon. Then, click the "Add

Rules

In the "Rules" window, type a name for your rule in the "Description" field. Use the following settings: "If any of the following conditions are met: From Contains." Type the sender's email address in the text field beside "Contains." Select "Move Message" and "Inbox" from the drop-

Rules

General Accounts Junk Mail Fonts & Colors Viewing Composing Signature

Right-click on the message in your inbox. Select "Junk E-mail" from the

menu. Then, click "Add Sender to Safe Senders List".

Forward as Attachment

Mark as Unread Retention Policy

Create Rule... Junk E-Mail

Move to Folder...

Copy to Folder...

Open Delivery Report

ЖH

#Q

H#T

X Delete

```
Description: Rule
             of the following conditions are met:

    Contains

                                               $
     Perform the following actions:
                             to mailbox: 🕒 Inbox
         Move Message
     (?)
Verizon
1. Open your email.
2. Click "Options".
3. Click "Block Senders".
4. Locate the "Safe List".
5. Enter your contact's domain.
6. Click "OK".
Comcast
1. Click "Address Book".
2. Click "New" and click "New Contact".
3. Add the sender's email address.
4. Click "Save".
```

it into the email dialog box. 6. Click "Ok".

Norton AntiSpam 1. Start Norton AntiSpam. 2. Select "Status & Settings" tab. 3. Select "Configure" button. 4. Select "Allowed List" tab.

6. Enter the sender's email address.

Entourage 1. Open the email. 2. Right click the sender's email address.

5. Enter the sender's email address. 6. Move down to the bottom where there is the option "Move the message to". Select "Inbox" from the drop down menu. 7. Select the "Add Filter" button again. EarthLink 1. Click "Add" 2. Enter your sender's domain i.e. example.com. 3. Click "Save". Thunderbird 1. Check if your sender's email is in your "Junk" folder. Then, right click on the email and select "Mark As Not Junk". 2. Click "Address Book".

1. Select "Settings". 2. From the email settings screen, select "Junk E-mail Guard". 3. Select "Safe List". 4. Enter the sender's email address. 5. Select "Add".

MSN

5. Select "Add".

Cox.net 1. Open your email. 2. Click "Preferences". 3. Under "General Email Preferences", click "Blocked Senders". 4. Type in the sender's email address in the "Exceptions List". 5. Click "Add". 6. Click "Save" Road Runner 1. Click your "Junk Mail" folder. 2. Select the email that includes the email address you would like to add as a safe sender. 3. Click "Mark as Not Spam". AT&T WebMail 1. Select "Options". 2. Select "Filters". 3. Click "Add Filter". 4. In the top row labeled From Header, select "contains" from the drop

3. Make sure that the "Personal Address Book" is highlighted. 4. Click "New Card", the "New Card" window will display. 5. Under the "Contact" tab, copy your sender's "From" address and paste Windstream 1. Click the "Settings" tab. 2. Click "Messages". 3. Click "Allow and Block Messages". 4. Select "Advanced Block Senders". 5. In the "Allowed Senders and Domains" area, type the sender's email address you want to allow. 6. Click "Ok".

7. Select "Ok". McAfee 1. Click the "Allow/Deny" menu option in the Control Console. 2. Enter the sender's email address in the "Add Entrys" field in the "Allow List". 3. Click "Save".

3. Select "Add to Address Book". 4. Verify the sender's contact details. 5. Click "Save". Mail.com 1. Open the email. 2. Click the "Plus" symbol on the sender's email address. 3. Add the first/last name of the sender. 4. Click "Ok". **GMX** 1. Open the email.

2. Click the "Plus" symbol on the sender's email address. 3. Add the first/last name of the sender. 4. Click "Ok".