

## Schoolcomms Instructions for Safe Sender

Here are some instructions about how to add addresses to the safe sender list for some of the more commonly used email programs.

### Outlook 2007, Outlook 2003 or Outlook Express

You have three options to choose from:

- Go to "Actions" on your email menu bar. Select "Junk E-mail" from your pulldown menu. Select "Add Sender to Safe Senders List"
- Right-click in the message and select "Add the Sender to Safe Senders List"
- 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

### AOL 9

You can do either of the following:

- Add the email address to your address book
- Reply to the email. If you reply to the email, AOL will automatically put the address in your address book

### AOL 8:

- Open the email
- Click the "Add Address" icon on the right
- The email address is pre-populated in the "Contact Details" pop-up. Verify that the pre-populated information is correct
- Click "Save"

### Hotmail/Outlook.com:

- Log into Hotmail
- Click "Options" (the cog symbol on the top right hand side of the screen) | "More email settings"
- Under the heading "Preventing junk email", click "Safe and blocked senders" then "Safe senders"
- Type in the email address and click "Add to list"

### Yahoo! Mail:

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

### Gmail or Googlemail:

- Open the email
- Click "More Options" in the email header
- Click "Add Sender to Contact List"

### Apple Mail:

- Add the email address to your address book
- 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, click "Mark" and select "As Not Junk Mail"