

Outlook 2007, Outlook 2003 or Outlook Express

You have three options to choose from:

- Select **Actions** from the toolbar at the top of the screen
- Select **Junk E-mail** from your pulldown menu
- Select **Junk E-mail Options**
- Click the safe sender tab
- Click **Add** – type in the email address you wish to add to your safe sender list
- Click **Ok**

- Open the email
- In the toolbar options at the top, click the **Safe Lists** drop-down – NOTE – this is located in the junk email section
- Select **Add sender to address book**
- Click **Ok**
- Open the email
- In the toolbar options at the top, click the **Safe Lists** drop-down – NOTE – this is located in the junk email section
- Select **Add sender's domain** (@example.com) to safe senders list
- Click **Ok**

Outlook 2010

- In Outlook, go to the **Home** tab
- In the **Delete** group, click the **Junk** button
- Choose **Junk E-mail Options** from the drop-down
- Go to **Safe Senders** tab
- Type in either the email address or the domain name you wish to add
- Click **Ok**

Outlook 2013/2016

- Select the **Home** tab and select the **Junk** icon then **Junk Email Options ...**
- You may get a message to say this is not available but click on **OK** and the options should open
- Select the **Safe Senders tab** and add your school's Schoolcomms email address
- Click **Ok**

AOL 9.0 or higher

You can do either of the following:

- Copy the **from** address from the latest email
- In the pop-up box, select **Add**
- Paste the copied address/type the address required in the **Other** email field
- Make the newly added address the **Primary email address** by checking the checkbox
- Select **Save**

AOL 8.0

- Select **Mail** in the menu on the top of the screen
- Select **Mail Controls**
- The mail control screen will be displayed. Select **Next**
- Select **Customise mail controls** for this screen name and click **Next**
- You can select **allow email from all AOL members, email addresses and domains** (allows all emails)
- Select **Next** until the **Save** button shows up at the bottom
- Select **Save**

Outlook.com (formerly Hotmail)

- Open your Outlook mailbox
- Select **Options** from the top right (next to the question mark)

- Select **More options** > **safe and blocked senders** (under **Preventing junk email**) > **Safe senders**
- In the space provided, enter the address – EXAMPLE – You can either enter a specific email address or use *xxxxxx.com or @xxxxxx.com to whitelist the domain (replace the xxxxx with the domain name).
- Select **Add to list**
- Ensure the safe mailing lists box has the address you entered, and select **Ok**.

Yahoo! Mail

In Yahoo Mail, your contacts list is your whitelist. To add the "from address" to your Yahoo contacts:

- Open your Yahoo mailbox
- Click the **address book icon** under the Yahoo! Mail log. When you roll your mouse over it, it will say **Contacts**
- Click **New contact**
- Fill in the fields of your contact
- Click **Save**

Gmail or Googlemail

- Select contacts from the options on the left side of the Gmail Inbox
- Select **Create** contact on the top menu
- Enter the email address in the primary email box
- Select **Save**

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**

Talk Talk

- Click the **Settings** tab
- Click the **Mail** link in the settings list
- From the Filters section, select **Blocked Senders List**
- Click on **Edit**
- Make the necessary changes. You can add and remove named users from the list of blocked senders. You can turn the filter on and off by selecting **Active** or **Inactive**
- Click **Ok** when finished

BT Internet

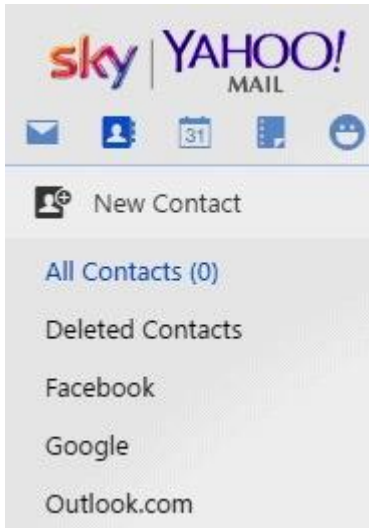
- Click the **Settings** tab
- From the Settings tab, select the **Safe senders folder**
- Click the **Add** button
- Enter the email address you wish to mark as safe and press **Save**
- A confirmation message will appear and the email address will be added to your safe senders list

MSN

- Select **Settings; email; junk email** (bottom left, just above calendar)
- From the email settings screen, select **Junk email guard**
- Select **Safe list**
- Enter the email address – EXAMPLE – You can either enter a specific email address or use *xxxxx.com or @xxxxx.com to whitelist the domain (replace the xxxxx with the domain name).
- Select **Add**

Sky

- Click on the contacts icon in top left of the screen



- Click on New Contact
- Type in the email address and any other info you wish to include

Add Contact

Contact Details

First name	<input type="text" value="The School Run"/>
Middle Name	<input type="text"/>
Surname	<input type="text"/>
Email ▾	<input type="text" value="info@theschoolrun.com"/> +
Mobile ▾	<input type="text"/> +
Add More ▾	

- Click the save button