

## **Email Filter Tips**

Email programs can easily mistake important messages for junk mail and automatically put them in your bulk or junk folder. To ensure the emails you've requested are delivered to your inbox, add our email address to your address book or contact list. Simply follow the instructions below for your email provider.

AOL | Yahoo | Hotmail | Gmail | Outlook | Earthlink

### **AOL**

1. Click "Contacts" on the left navigation bar of your mailbox.
2. Then click on "New" and select "New Contact."
3. Last, type or copy and paste the email address below in the Email 1 field and click the Save button. (All other fields are optional.)

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### **Yahoo**

1. Click on the Contacts tab or link in your mailbox.
2. Then click on the Add Contact button.
3. Last, type or copy and paste the email address below in the Email field and click the Save button. (All other fields are optional.)

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### **Hotmail**

1. Select the Options link within your mailbox (top right).
2. Click on the Safe and Blocked Senders link, and then click on the Safe Senders link.
3. Last, type or copy and paste the email address below in the Sender or Domain to Mark as Safe field and then click on the Add to List button. (All other fields are optional.)

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### **Gmail**

1. Click "Contacts" on the left navigation bar of your mailbox.
2. Click on the New Contact picture.
3. Last, type or copy and paste the email address below into the Email field and click the Save button. (All other fields are optional.)

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### **Outlook**

1. From the Inbox, select “Actions,” then select “Junk E-mail,” and click on “Junk E-mail Options.”
2. Click on the Safe Senders tab on the Junk E-mail Options popup window.
3. Type or copy and paste the email address below in the Add address or domain field provided and then click the OK button. (Only Outlook's 2003 version requires you to specify Safe Senders. In other versions, you will receive our emails automatically.)

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### **Earthlink**

1. Click on “Address Book” on the left navigation bar of your mailbox.
2. Go to “File,” then “New,” and select “Contact.”
3. Type or copy and paste the email address below in the Default Email field and then click the Save button. (Must put something (AAFCS) in “display name.”)

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