

Whitelist Methods for Some Common Emails

If your email is not listed in this guide, then do a search for your email service. You may even need to contact customer service for your provider or go their help pages.

Gmail

Besides the Inbox and the Junk folder, Gmail has added a tab feature. You may find the AAWA email announcements in the Promotions tab. If you find that convenient and want to leave them there, just remember that is where they are landing.

If you would like to move them from the Promotions tab to your Primary (Inbox) tab, you can drag one over.

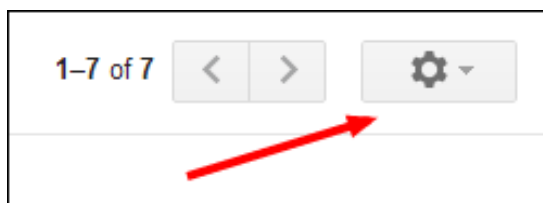


~ Open the Promotions tab, select an email and drag it into the Primary folder.

~ After you drag it in, a message will appear asking if you want all future mailings for this email to go into the Primary. Select Yes.

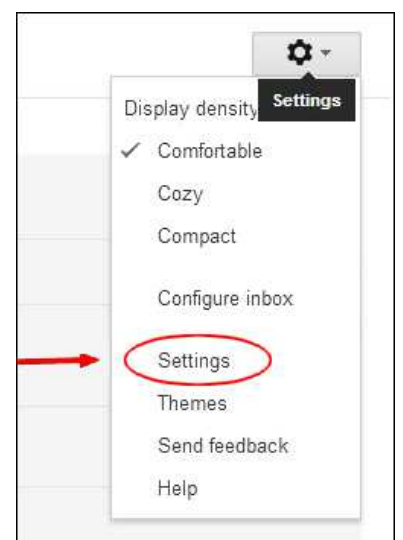


If you discover that this isn't working and more AAWA emails are going into the Promotions tab or into the Junk folder, then you need to create a filter. Do the following steps:

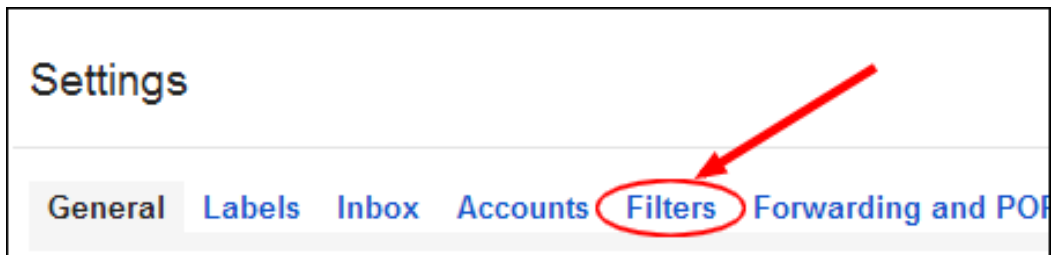


1. Click the **Setting Icon** on the right hand side of your Gmail page.

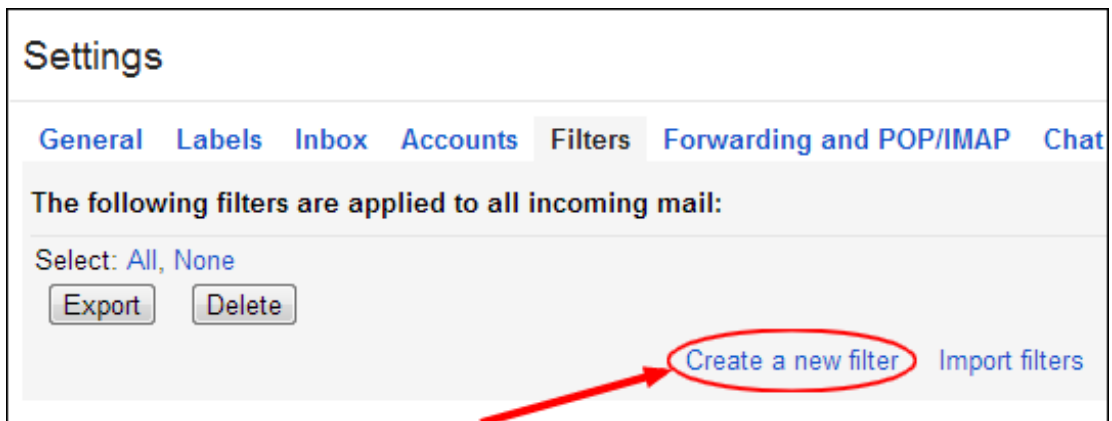
2. In the drop down, click on **Settings**.



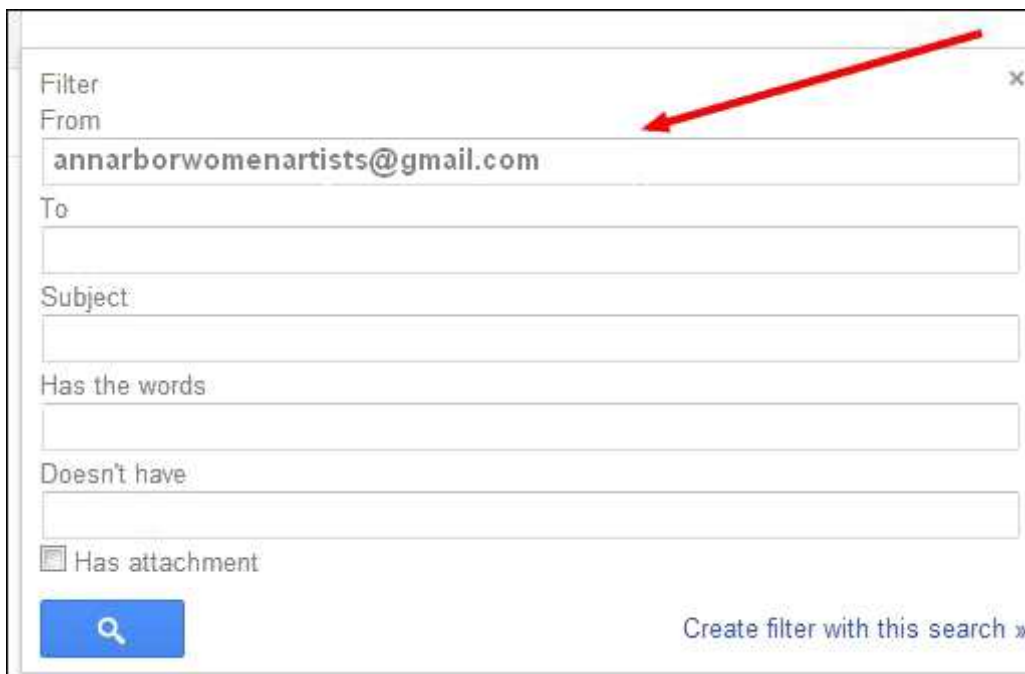
3. Click on **Filter** from the navigation bar at the top of the page.



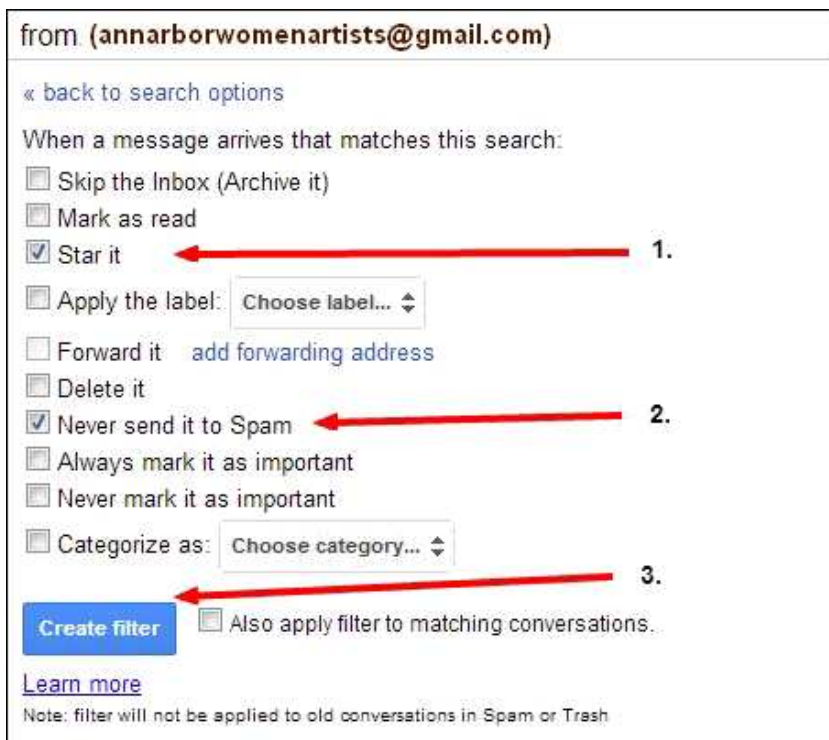
4. Click the words **Create a new filter**.



5. Add the AAWA email address to the input box "From."



6. Click the words **Create Filter with this search**.



7. Select the filter options:

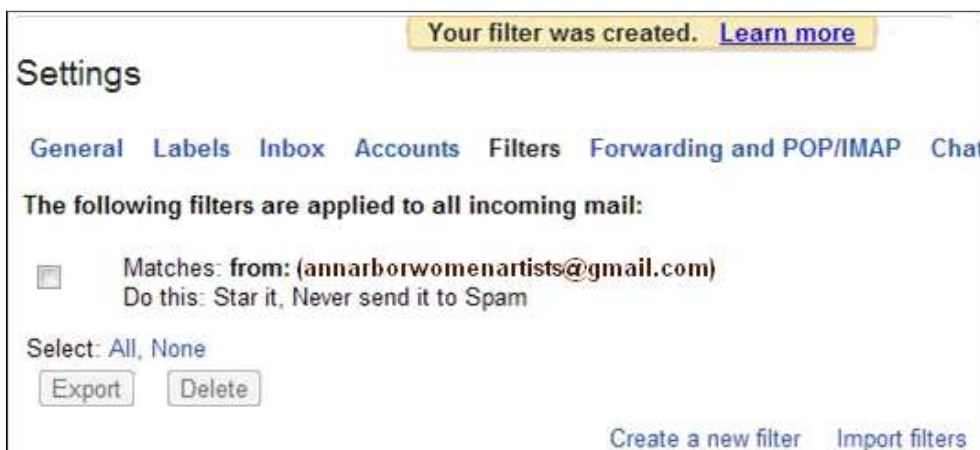
Star it (optional)

Never send it to Spam

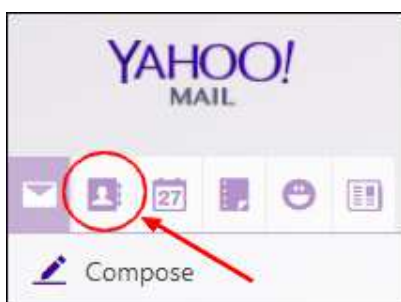
Click Create Filter button

You're done.

The following should appear:

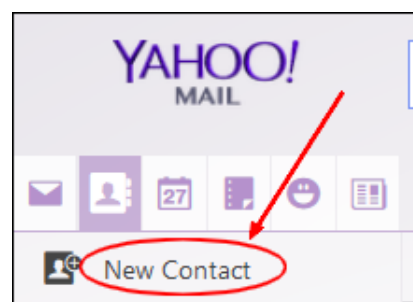


Yahoo!



1. In the top left corner, select the second from the left, which is the **Contacts icon**.

2. Click the words **New Contact**.
The contact page will open.



Add Contact

Contact Details

First Name

Middle Name

Last Name

Email +

Mobile +

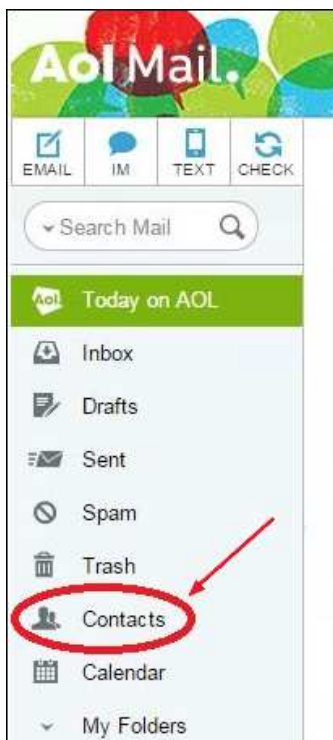
Add More

3. Fill in the AAWA email address.

Putting the name in is actually optional. It generally works without it, so it's just for your reference.

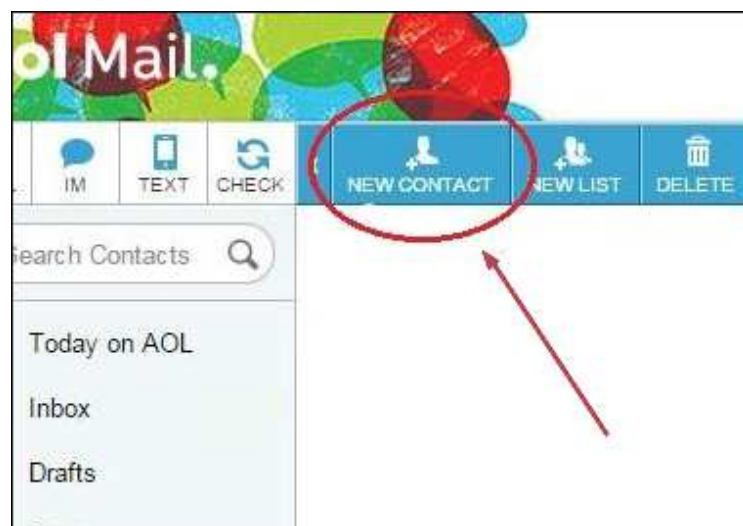
That's it, you're done.

AOL



1. Log in, on the left side click on the **Contacts** icon.

2. Click the **New Contact** icon at the top.



3. Enter the AAWA info into the necessary fields as shown below.

New Contact

First Name

Nickname

AIM

Email 1

Primary Phone
 Mobile ▾ +Another

Group ▾

+ More Details

Add Contact Cancel

That's it for AOL.

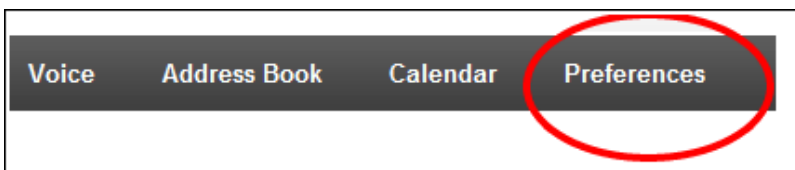
You're done.

Comcast



1. Log in, click the **Email icon**.

2. Click on **Preferences**.



3. Click on **Email Filters and Signatures**.

4. Click on **Add Filter**.



You're in control.

Manage application settings for all the features you use in XFINITY Connect, like:

- [Readable Voice Mail notification](#)
- [Text messaging](#)
- [Email filters and signatures](#)
- [Call screening](#)
- [Calendar reminder emails](#)

Note: not all features are available to all subscribers. To learn more about XFINITY Connect features, visit our [help site](#).

Filter Name

Active
 Stop further processing

If any all of the following conditions are met:

Add

Perform the following actions:

Add

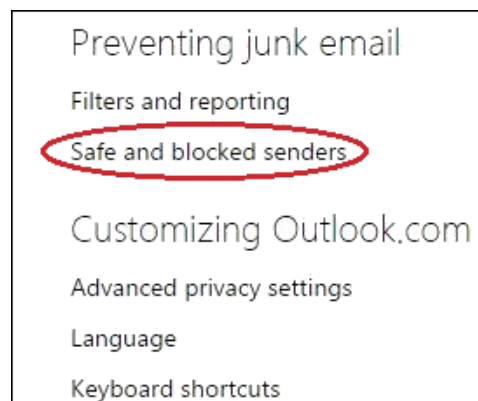
Cancel Save

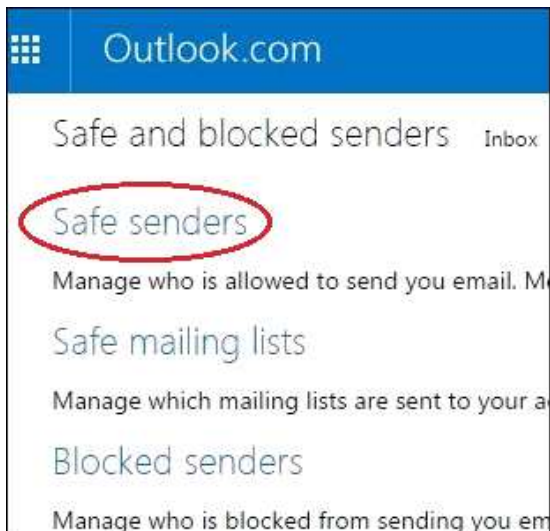
5. Add a **Filter Name**, such as AAWA or Ann Arbor Women Artists, shown at the top.
6. Enter the annarborwomenartists@gmail.com address.
7. Click Save and you're done.

Outlook



1. In the upper right corner of your mail window click on the **Settings icon**.
2. Select **Options** from the drop down menu.
3. Under **Preventing junk email**, click on the words **Safe and Blocked Senders**.





4. Click on **Safe Senders**.

5. Enter the **email address** in the space provided and click **Add to list** for the safe senders.

You're all done!

