HOW TO WHITE LIST OUR EMAILS

You can mark an email provider as safe so that the emails the send you go to your inbox and not to your spam or junk mail folder. This is referred to as "whitelisting." The steps you take to add a sender to your approved sender list varies depending on what platform you use as your email reader. Below are step-by-step instructions for the most common email readers and providers.

Apple iPhone / iPad
- Open the email.
- Tap the sender's name in the From line.
- On the next screen, tap Create New Contact.
- Tap Done.

Microsoft Outlook 2013
- Right-click on the email that you would like to add to your safe sender list
- Hover over Junk and then click the option Never Block Sender.

Android
- Tap to open the email.
- Tap the icon next to the email address.
- Tap OK.

Apple Mail
- Right-click on the sender's email address.
- Select Add to Contacts or Add to VIPs.

Gmail
- Click and drag the email into the Primary tab.
- Click Yes to confirm

Outlook.com (formerly Hotmail)
- Open the email.
- Click the Add to contacts link

Yahoo! Mail
- Right-click the email.
- Select Add Sender to Contacts.
- Click Save.