<u>Missing e-mails from your Bar Association?</u>

Be sure to whitelist **BerksBar.org** so your spam filter does not falsely block our e-mails to you. When a message is incorrectly marked as spam by the spam filter, it's called a *false positive*. A whitelist is also sometimes called a Safe list or Safe senders.

Should you have any questions regarding your e-mails from the Berks County Bar Association, please contact info@berksbar.org or call 610-375-4591.
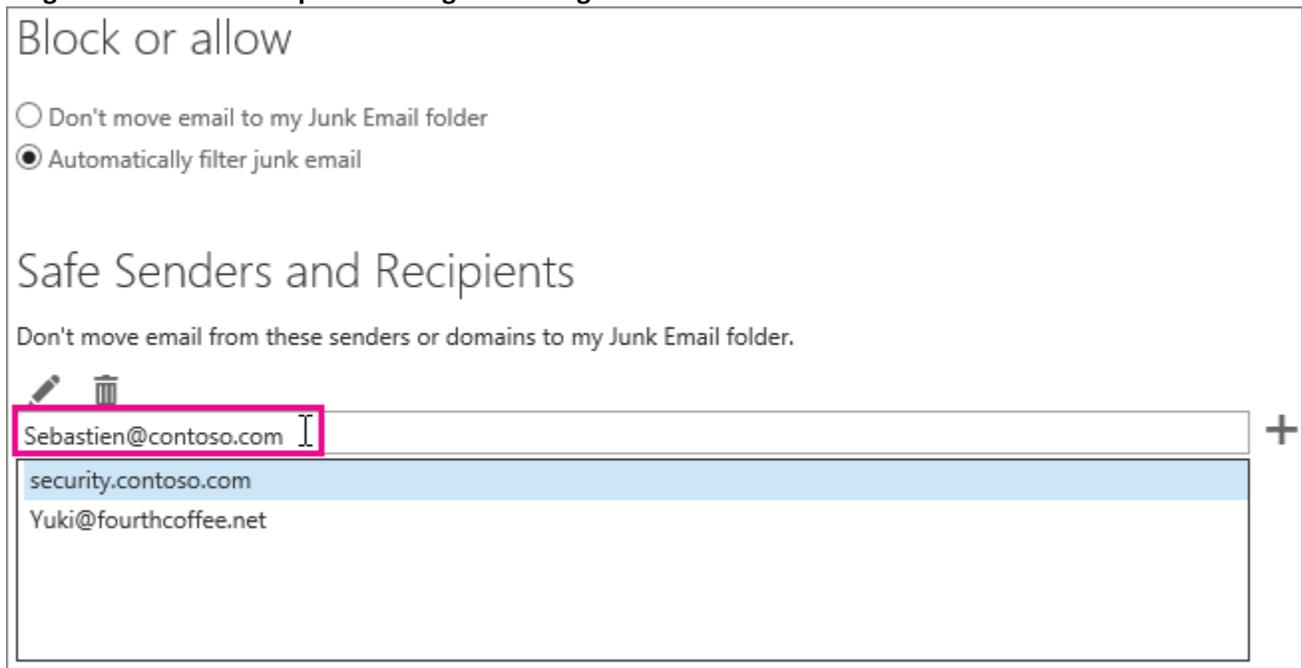
<u>Whitelist instructions for popular e-mail hosts</u>

Outlook 2003 - 2007
1. Open a message from the desired sender.
2. Go to the Actions option in the top tool bar.
3. Select Junk E-mail from the drop down menu.
4. Select the Add Sender to Safe Senders List option.

Outlook or **Outlook on the Web**.

To get started in Outlook on the Web, choose Settings ⚙ **> Options > Block or allow. The following diagram shows an example of adding something to a safe sender list.**

Exchange Online, Exchange Online Protection
On the **Allow Lists** page, you can specify entries, such as senders or domains, that will always be delivered to the inbox. Email from these entries is not processed by the spam filter.
- Add trusted senders to the Sender allow list. Click **Add ✚**, and then in the selection dialog box, add the sender addresses you wish to allow. You can separate multiple entries using a semi-colon or a new line. Click ok to return to the **Allow Lists** page.

- Add trusted domains to the Domain allow list. Click **Add ✛**, and then in the selection dialog box, add the domains you wish to allow. You can separate multiple entries using a semi-colon or a new line. Click ok to return to the **Allow Lists** page.

How to whitelist an email address with Outlook.com
For Outlook.com, Windows Live Mail, Hotmail and MSN Mail, sign in to your account at Outlook.com and do the following.
Add the address to your contacts
Add the **email address** that is sending you email (e.g., info@berksbar.org) to your Outlook.com Contacts. Outlook.com will usually deliver email from addresses that are in your Contacts.
Add the address to your safe senders
1. Click the cog icon in the top-right corner and then **More mail settings**
2. Select **Safe and blocked senders** and then **Safe senders**
3. Add add the **domain** of the email you want to whitelist to the list of **Safe senders**

How to whitelist an email address with Gmail
Sign in to your account at Gmail.com and do the following.
Add the address to your contacts
Add the **email address** that is sending you email (e.g., info@berksbar.org) to your Gmail Contacts. Google will usually deliver email from addresses that are in your Contacts.
Mark messages as 'Not spam'
If Gmail has marked emails you wish to whitelist as spam, tell Gmail the emails are not spam.
1. In Gmail, navigate to the spam folder.
2. Search for emails containing the domain you wish to whitelist (e.g., berksbar.org).
3. Select all the emails shown.
4. Click **More** and then **Not spam**.

How to whitelist an email address with Yahoo! Mail
Sign in to your account at Yahoo! Mail and do the following.
Add the address to your contacts
Add the **email address** that is sending you email (e.g., info@berksbar.org) to your Yahoo! Mail Contacts. Yahoo! will usually deliver email from addresses that are in your Contacts.