

Microsoft Office Outlook 2003 or 2007

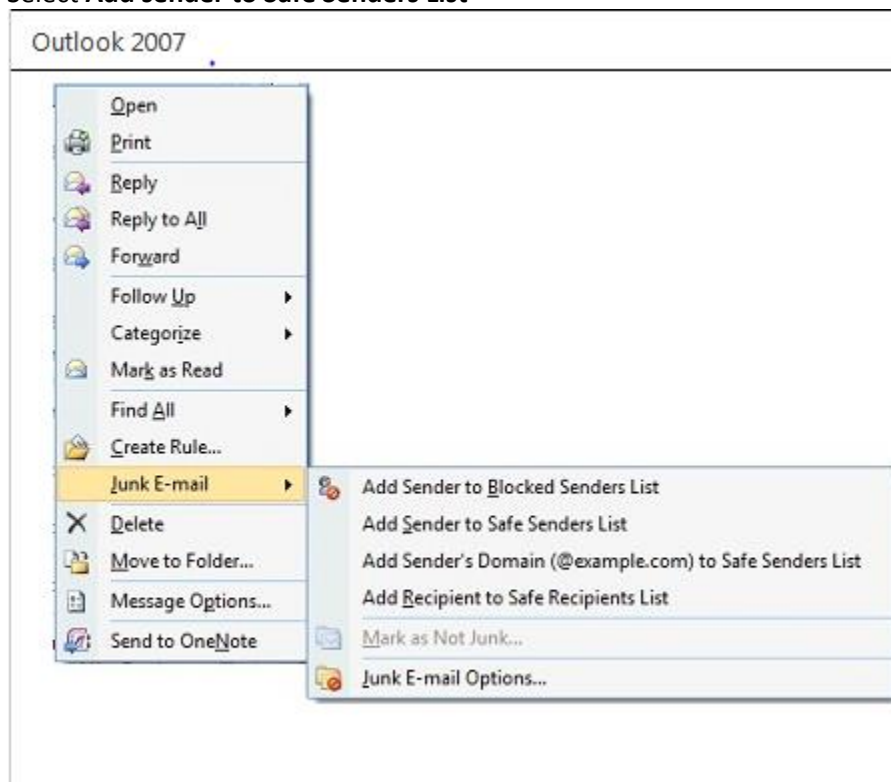
You have 3 options to add a name to your Safe Senders or Safe Recipients List.

Option A

- 1) Select **Actions** on the email toolbar.
- 2) Select **Junk Mail** from the dropdown menu
- 3) Select **Add sender to Safe Senders List**

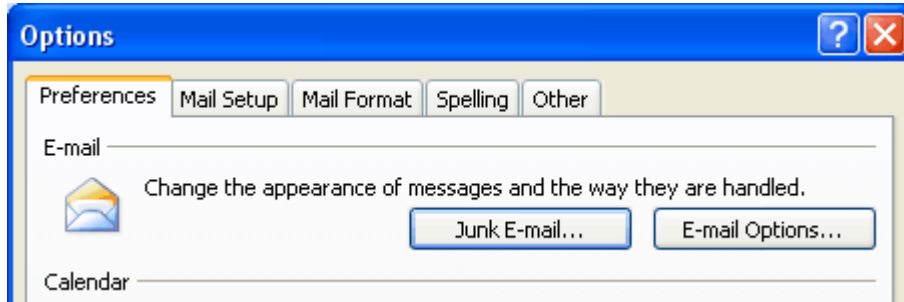
Option B

- 1) Find the message in your Junk Mail folder
- 2) Right click the message
- 3) Mouse Over **Junk**
- 4) Select **Add sender to Safe Senders List**

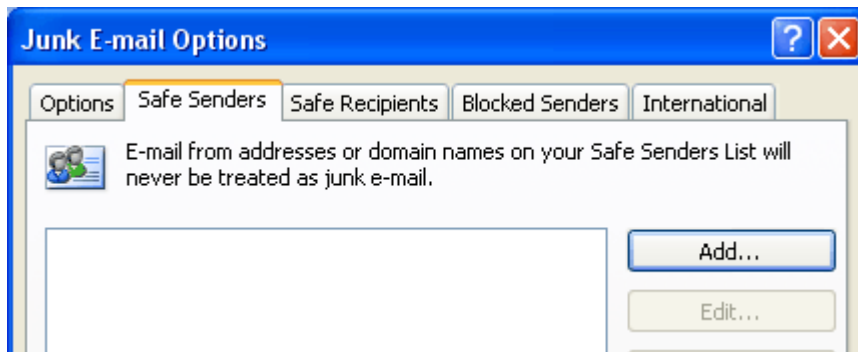


Option C

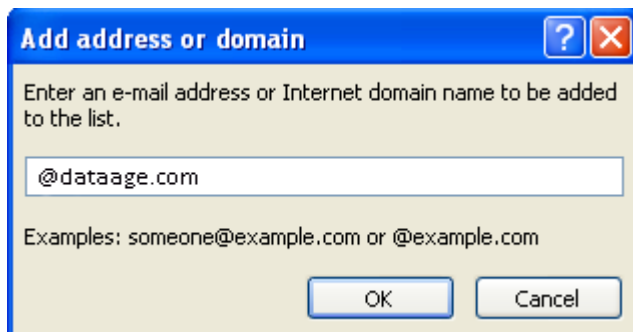
- 1) On the **Tools** menu, Click **Options**
- 2) On the **Preferences** tab under E-mail, click **Junk E-mail**



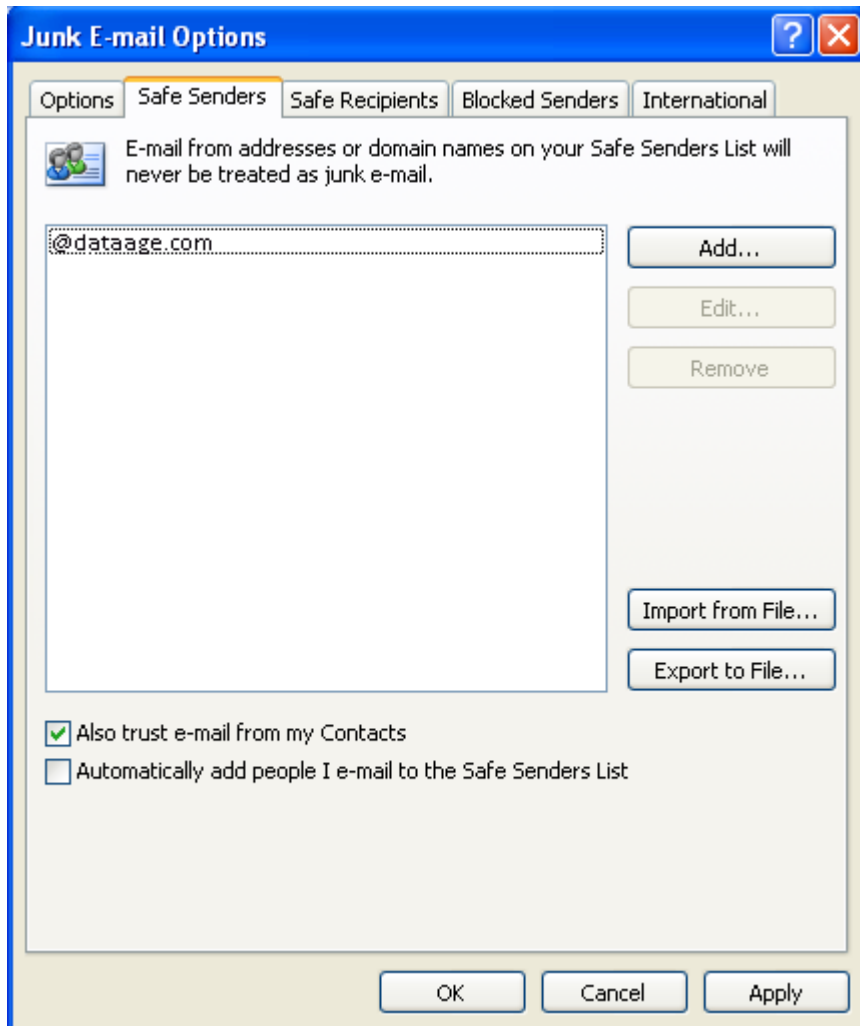
- 3) Click the **Safe Senders** tab
- 4) Click Add



- 5) In the **Add and address or domain or Internet domain name to be added to the list** box, enter "@dataage.com" (no quotes) and click **OK**



6) You will see “@dataage.com” in the Safe Sender list. Click **Apply** or **OK**

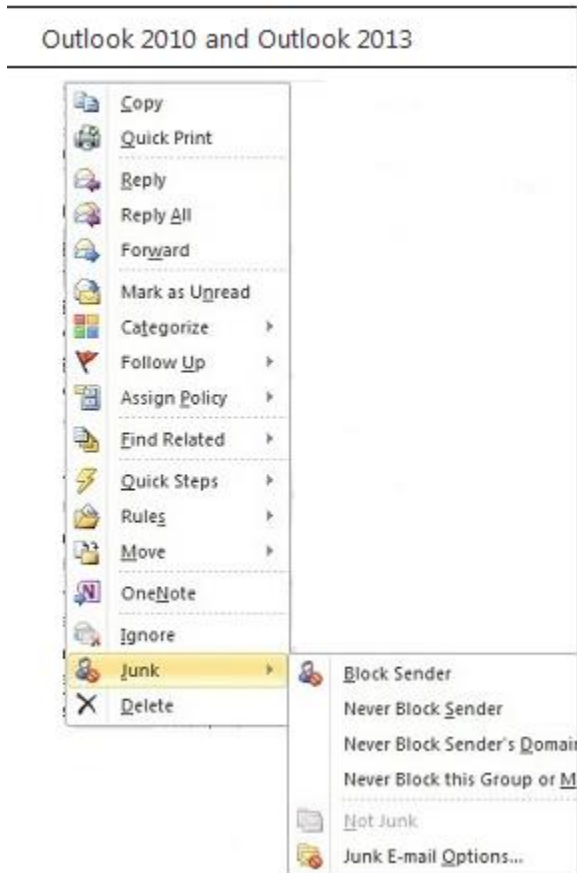


Microsoft Office 2010 and 2013

You have 2 options to add a name to your Safe Senders or Safe Recipients List.

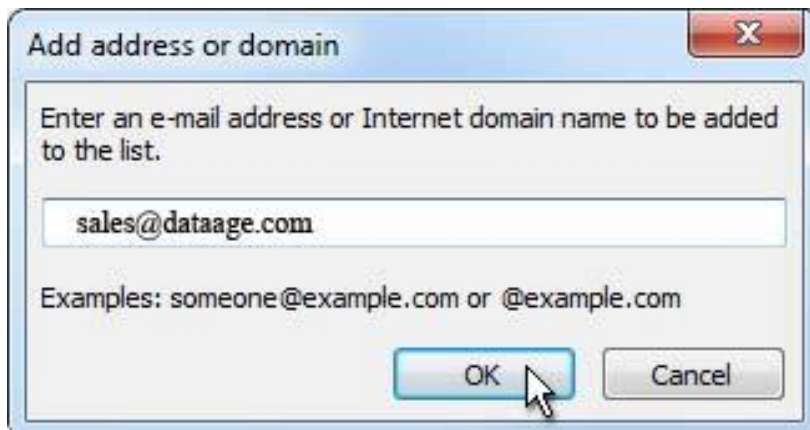
Option A

- 1) Right click on an email from us
- 2) Mouse over **Junk**
- 3) Select **Never Block Sender's Domain**



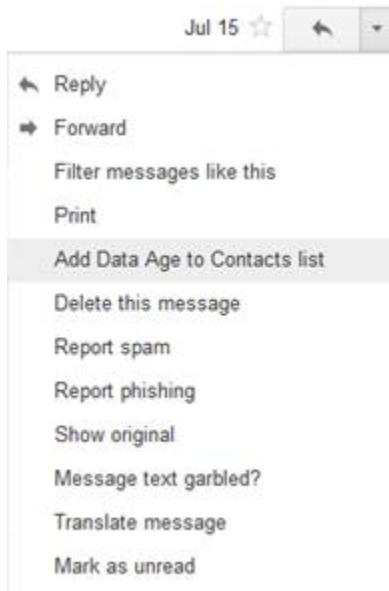
Option B

- 1) On the "Home" tab, in the "Delete group", click **Junk**, and then click **Junk E-mail Options**.
- 2) *Do one of the following:*
- 3) To add safe senders, on the "Safe Senders" tab, click **Add**.
- 4) To add safe recipients, on the "Safe Recipients" tab, click **Add**.



Gmail- Google Mail

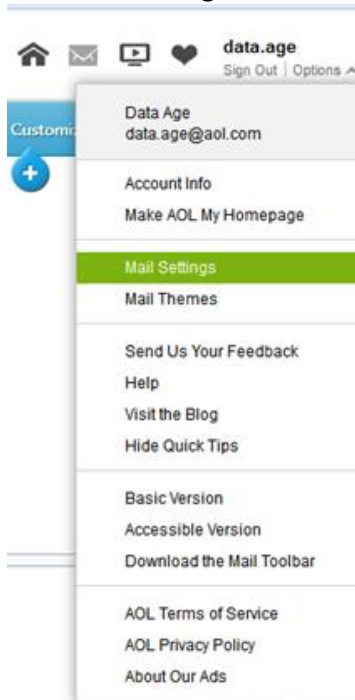
- 1) Open an email that you have received from us
- 2) Click on the little downward pointing arrow next to Reply
- 3) Click Add "Data Age" to Contacts list



AOL

AOL has a **Custom Sender List** that users can specify. However, to use the **Custom Sender List**, you must choose to accept mail only from their custom senders, or to reject mail only from their custom senders. So, you need to make sure you are set to receive mail from All Senders:

- 1) Click **Options** dropdown at the top right of the page
- 2) Click **Mail Settings**



- 3) Click **Spam Settings** on the left side of the page



4) In *Spam Settings*, next to *Sender Filter*, select drop down and choose **Allow Mail From All Senders**

The screenshot displays the 'Spam Settings' interface. It is divided into four horizontal sections: 'Spam Filter', 'Sender Filter', 'Content Filter', and 'Blocked Mail'. The 'Spam Filter' section shows a 'Medium' dropdown menu with a note: 'Almost all Spam will be identified and delivered to your Spam folder. Check your Spam folder every few days to make sure wanted email was not accidentally delivered there.' The 'Sender Filter' section shows a dropdown menu currently set to 'Allow mail from all senders'. A dropdown menu is open, listing several options: 'Block mail from addresses I specify', 'Allow mail from all senders' (highlighted in blue), 'Allow mail only from aol.com users', 'Allow mail only from people I know', 'Allow mail only from addresses I specify', and 'Block mail from all senders'. The 'Content Filter' and 'Blocked Mail' sections are currently empty.

Spam Settings

Spam Filter
Recommended setting is medium

Medium ▾

Almost all Spam will be identified and delivered to your Spam folder.
Check your Spam folder every few days to make sure wanted email was not accidentally delivered there.

Sender Filter

Allow mail from all senders ▾

- Block mail from addresses I specify
- Allow mail from all senders
- Allow mail only from aol.com users
- Allow mail only from people I know
- Allow mail only from addresses I specify
- Block mail from all senders

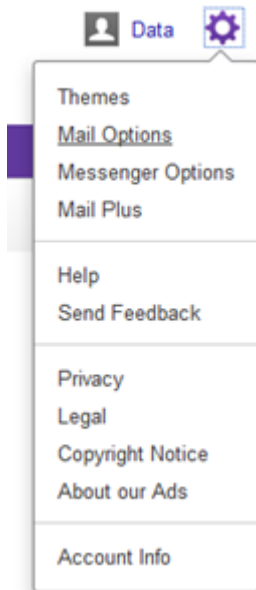
Content Filter

Blocked Mail

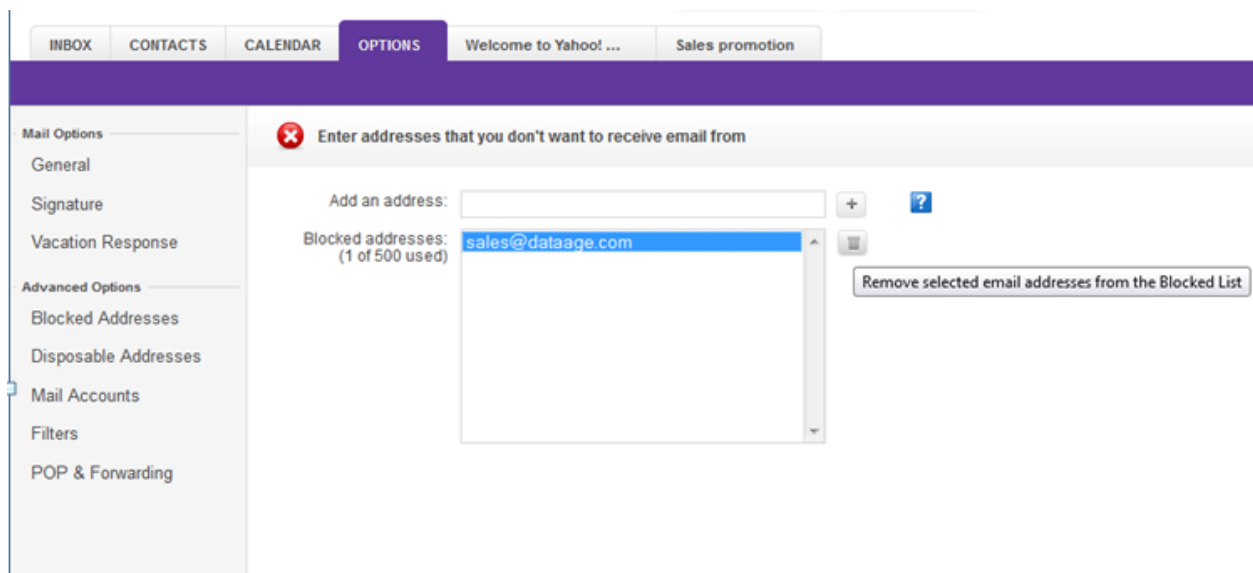
Yahoo!

To whitelist sales@dataage.com with Yahoo!, you will need to set up a filter after first taking the following steps:

- 1) If you find email from **sales@dataage.com** going to your Yahoo! bulk folder, open it and click **Not Spam**
- 2) Be sure that the address **sales@dataage.com** is not in your **Blocked Addresses** list by clicking the settings button that looks like a gear and selecting Mail Options

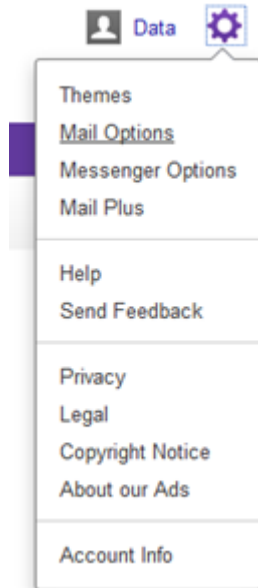


- 3) If **sales@dataage.com** is on your Blocked Addresses list, select it and click the button that looks like a trashcan

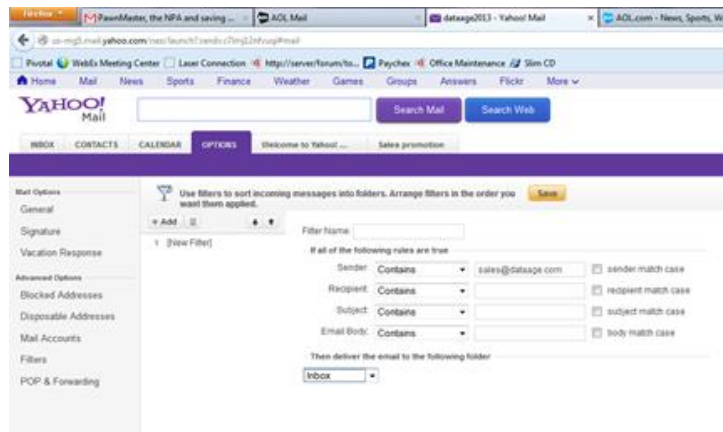


To Create A Filter:

- 1) Open your mail and click on **Mail Options** in the upper right hand corner



- 2) Select **Filters** (in the bottom left corner) & click **Add**
- 3) Select the Sender header: rule, and add “contains” and **sales@dataage.com** which tells the system to put email with **sales@dataage.com** in your inbox and not the bulk folder



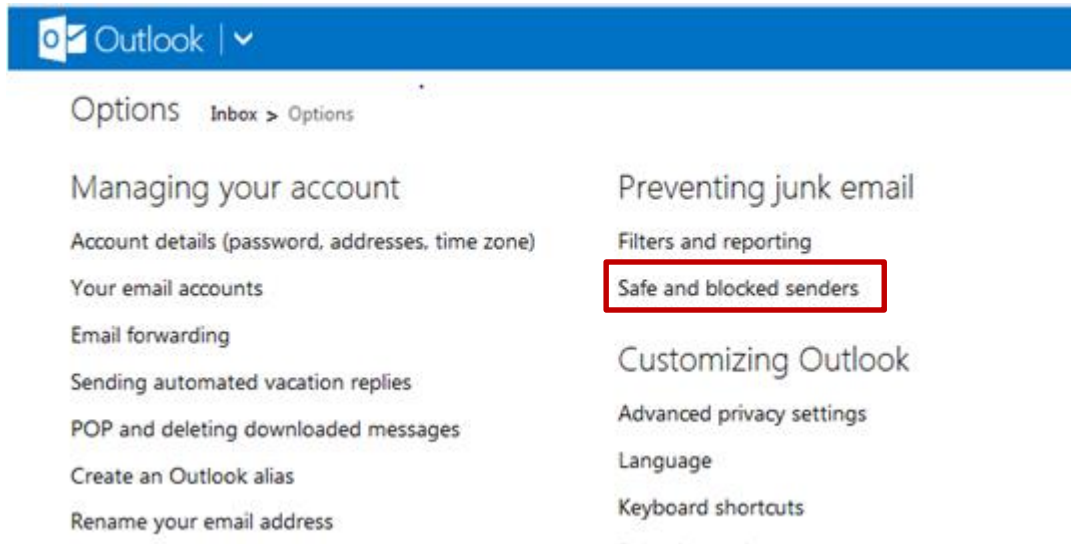
- 4) Click the **Choose Folder** pull down menu and select Inbox
- 5) Click **Save**

Windows Live Mail

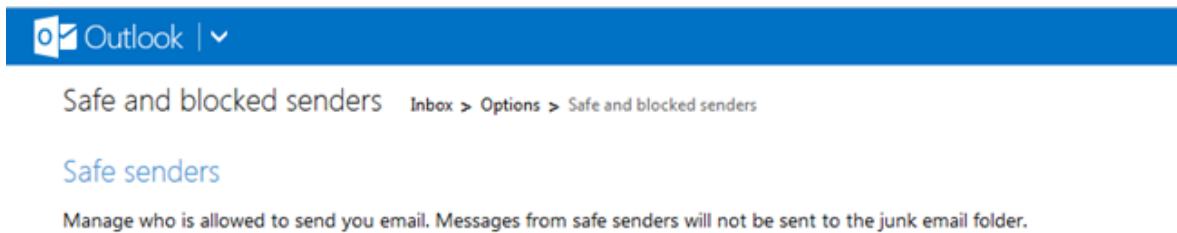
- 1) Click the button that looks like a gear for settings and choose **More mail settings** from the dropdown



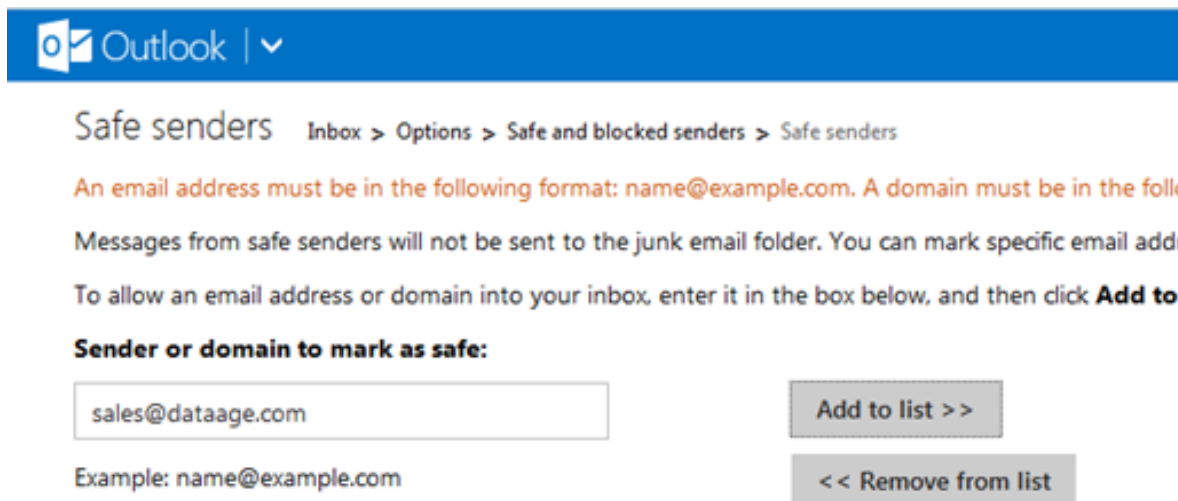
- 2) Choose **Safe and blocked senders**



- 3) Click **Safe Senders**



4) Type "sales@dataage.com" and click **Add to List**



The screenshot shows the Outlook interface for managing safe senders. At the top, there is a blue header with the Outlook logo and a dropdown arrow. Below the header, the page title is "Safe senders" followed by a breadcrumb trail: "Inbox > Options > Safe and blocked senders > Safe senders". A red warning message states: "An email address must be in the following format: name@example.com. A domain must be in the following format: example.com." Below this, a paragraph explains that messages from safe senders will not be sent to the junk email folder and that users can mark specific email addresses as safe. A bolded instruction says: "To allow an email address or domain into your inbox, enter it in the box below, and then click **Add to List**".

Sender or domain to mark as safe:

Example: name@example.com

[Add to list >>](#)

[<< Remove from list](#)