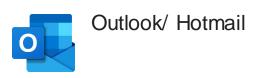


Adding InTouch as a Safe Sender

To stop emails from SIMS InTouch being categorised as spam you can manually add your school SIMS Intouch email to your mailbox "safe senders" list. **The Mountbatten School email address is** <u>8504015@sims-communications.co.uk</u>

Below details how to add an email to your safe sender list from the most common mailboxes:



- 1. At the top of the page, select Settings > Mail.
- 2. Select Mail > Accounts > Block or allow.
- 3. To add an entry to **Safe Senders** and Recipients, enter the email address or domain that you want to mark as **safe** in the Enter a **sender** or domain here text box. ...



- 1. From the Settings tab, select the Safe senders" folder and click on the Add button
- 2. Add the email address you want to mark as safe and click Save
- 3. After a confirmation message the email address will be added to your list of safe senders



Apple Mail

- 1. Open the email from the sender you would like to add to the safelist.
- 2. Click on the sender's email address at the top of the email
- 3. A list of options will appear on a drop down
- 4. Click on "Add to Address Book"
- 5. Your sender will be automatically added to your Apple Mail safe senders list.



1. Select Actions from the toolbar at the top of the screen.

- 2. Select Junk E-mail.
- 3. Select Junk E-mail Options...
- 4. Click the Safe Sender tab.
- 5. Click Add.
- 6. Type in the email address you wish to add to your safe sender list.
- 7. Click OK.



Yahoo! Mail

- 1. Click on the address book icon under the Yahoo! mail logo. (When you mouse crosses it, it will say Contacts.)
- 2. Click New contact.
- 3. Provide a suitable name and type (or copy and paste) the email address:
- 4. Click Save.



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