

# How to Add Email Addresses to Your Whitelist

Due to the many different spam filters and email client software currently being used today, it is very likely that certain emails that you would expect to receive have been identified as spam by a filter software program. These programs reside on the servers of the mail client software that you are using. Some of the more popular email clients include Microsoft Outlook, Yahoo, GMail, Netscape 7.0, Mozilla, McAfee, and AOL. Spam filters can also reside upon network servers at your workplace. Since there are several different types of programs that are monitoring Spam, it is necessary to tell them that you want a certain email address to come through in all circumstances. The process of notifying the filtering software is called "Whitelisting". Whitelisting simply allows you to enter an email address that you want to come to your inbox without getting filtered. Each of the different email programs mentioned above have a method for doing this. The steps for each mail client have been listed below. If you are using a mail client other than the ones listed here, you can lookup whitelisting through the help many of the products or try searching the internet for whitelisting and your email client product name. For example, in Google, you could enter in the search area: whitelisting + Outlook.

Instructions on how to add our main email address, [nsgc@nsgc.org](mailto:nsgc@nsgc.org), as well as the list serv email addresses, are included in each section. Our list of list serv email addresses may be found on the NSGC web site at [http://www.nsgc.org/members\\_only/nsglist.cfm?](http://www.nsgc.org/members_only/nsglist.cfm?).

## AOL:

Go to keyword: Mail Controls. Select the screen name we're sending your NSGC emails to. Click Customize Mail Controls For This Screen Name.

## Version 9.0:

Open your latest NSGC e-mail. Click the Add Address button (on the right) to add to your "People I Know" list. Alternatively, you can just send an e-mail to: [nsgc@nsgc.org](mailto:nsgc@nsgc.org) to receive emails from our main email address, or, to add a list-serv address, add the list serv name [@lyris.nsgc.org](mailto:@lyris.nsgc.org) and that will add us to your "People I Know" list automatically.

## To do this:

Open your latest NSGC e-mail. Click the Reply button (it's in the top right corner). A new email window opens with the wrong address in the "Send To" box. Replace the address in the Send To box with: [nsgc@nsgc.org](mailto:nsgc@nsgc.org), or the address of the list serv you would like to add (all list serv email address are the name of the list serv [@lyris.nsgc.org](mailto:@lyris.nsgc.org)).

Click Send Now (in the top right corner). Even if the e-mail you send doesn't get through to us, the act of sending it does the job of putting us into your "People I Know" list.

## Gmail

Rules For: If you have not received an email from NSGC yet

You will need to add our From address, [nsgc@nsgc.org](mailto:nsgc@nsgc.org), or, to add a list-serv address, add the list serv name [@lyris.nsgc.org](mailto:@lyris.nsgc.org) to your Gmail Contacts List. Click Contacts along the left side of any Gmail page. Click Add Contact.

Copy and paste our From address, nsgc@nsgc.org (or list serv name @ lyris.nsgc.org) into the primary email address dialog box. Click Save.

**Rules for:** If you already have NSGC emails in your mailbox

If our e-mails are not getting through, make sure that the e-mail has not been mistakenly marked as Spam. Click Spam along the left side of any Gmail page. Check mark the box next to the NSGC e-mail. Click Not Spam button along the top.

#### Hotmail:

Click the Options link, on the main menu tabs, then Safe List. Type: nsgc@nsgc.org (or list serv name @ lyris.nsgc.org) in your Safe List. If you see a message that should not be in your Junk Mail folder, click 'This is not Junk Mail' to avoid having e-mail from the same source sent to the Junk Mail folder in the future.

#### McAfee Spamkiller:

Click Friends from the sidebar.

Click Add.

Type: nsgc@nsgc.org (or list serv name @ lyris.nsgc.org)

Click OK.

#### Mozilla Thunderbird

You will need to add our From address, nsgc@nsgc.org (or list serv name @ lyris.nsgc.org) to your Thunderbird Address Book and configure your Junk Mail Controls to white list your address book.

Add our From address into your Personal Address Book. Click the Address Book button. Make sure the Personal Address Book is highlighted. Click the New Card button. This will launch a New Card window that has 3 tabs: Contact, Address & Other. Under the Contact tab, copy and paste our "From" nsgc@nsgc.org (or list serv name @ lyris.nsgc.org) into the Email dialog box.

Click OK.

White list your Personal Address Book. From the main drop down menu, select "Tools -> Junk Mail Controls..." This will launch the Junk Mail Controls window that has two tabs: Settings and Adaptive Filter Under the Settings tab, update the "White Lists" module by selecting Personal Address Book from the pull down menu and then check mark the box next to "Do not mark messages as junk mail". Click OK.

#### Netscape Mail

Netscape Mail Web-Based Email has no filters and spam protection. Therefore, you can enjoy our e-mails without doing anything further, because it will not be mistakenly filtered.

#### Outlook 2003

You will need to add our From address, nsgc@nsgc.org, (or list serv name @ lyris.nsgc.org) to your Safe Senders

list.

On the Tools menu, click Options.

On the Preferences tab, click Junk E-mail.

On the Safe Senders tab, click Add.

In the Add address, copy and paste in our From address, [nsgc@nsgc.org](mailto:nsgc@nsgc.org) (or list serv name @ [lyris.nsgc.org](mailto:lyris.nsgc.org))

Click OK.

If the Junk E-Mail Filter accidentally catches our e-mail, you can simply add our From address, [nsgc@nsgc.org](mailto:nsgc@nsgc.org), (or list serv name @ [lyris.nsgc.org](mailto:lyris.nsgc.org)) to the Safe Senders list, and no future e-mail from us will be inspected by the filter.

**Yahoo! Mail (also BTInternet)**

Yahoo mail filters work on the Yahoo server so your emails are filtered by Yahoo BEFORE they arrive at your computers email program. So, if you've looked inside the spam folder on your computer and the email is not there, it is most probably sitting in your other spam folder on the Yahoo server:

Open your Yahoo mailbox (<http://www.mail.yahoo.com>) or BTYahoo mailbox (<http://www.bt.yahoo.com>).

Click Mail Options.

Click Filters.

Click Add Filter.

In the top row, labeled 'From header:' make sure Contains is selected in the pull-down menu. Click in the text box next to that pull-down menu, then enter the address: [nsgc@nsgc.org](mailto:nsgc@nsgc.org) (or list serv name @ [lyris.nsgc.org](mailto:lyris.nsgc.org))

At the bottom, where it says "Move the Message To:" select Inbox from the pull-down menu. Click the Add Filter button again.

If mail from [nsgc@nsgc.org](mailto:nsgc@nsgc.org) (or list serv name @ [lyris.nsgc.org](mailto:lyris.nsgc.org)) has been filtered to your "bulk" folder, simply open the message and click on the "This is not Spam" link next to the "From" field.