

## **Add VPAR to your safe sender list**

Don't miss out on important member announcements and educational opportunities. To ensure that VPAR e-mails are reaching you safely and not getting caught in your spam filters, we highly recommended that you add VPAR to your safe sender list in your e-mail inbox. For a How-To on creating a folder and rule to sort VAPR emails, please look [here](#).

Simply find your e-mail client below and following the step-by-step instructions:

### **Outlook 2000 and Higher**

1. Open the e-mail from VPAR
2. Click on the "Actions" menu on the top of your e-mail window
3. Choose "Junk E-mail"
4. Select "Add Senders Domain.... to Safe Senders List" to add VPAR to your safe sender list

*Or follow these steps:*

1. Open the e-mail from VPAR
2. Right-click the sender's e-mail address
3. Click "add to contacts" in the short-cut menu
4. Click "save and close"

### **AOL 8.0**

1. Open the e-mail from VPAR
2. Click "add address" icon
3. Verify the sender's contact information
4. Save it

### **AOL WebMail**

1. Open the e-mail from VPAR
2. Click on the sender's name and e-mail address
3. Click "add to address book" in the window that appears
4. Enter any additional information
5. Click "save"

### **Hotmail**

1. Open the e-mail from VPAR
2. Click "save address" in the toolbar
3. Verify the sender's contact details
4. Click "ok"

*\*Users may also white-list a sender's entire domain (everything behind the @ sign) using the "Safe List" feature under Options | Mail | Junk E-Mail Protection.*

### **Yahoo!**

1. Open the e-mail from VPAR
2. Click the "add to address book" to the right, next to sender's name
3. Verify the sender's contact details
4. Click "Add to Address Book"

## **Gmail**

1. Open the e-mail from VPAR
2. Click "more options" in the e-mail header.
3. Click "add sender to contacts list"

## **Earthlink**

1. Open the e-mail from VPAR
2. Click "add to address book" in the e-mail header
3. Use the "address book editor" to verify the sender's contact details, and click "save"

## **Outlook Express (6+)**

1. Open the e-mail from VPAR
2. Left-click the sender icon, or right-click the sender's name
3. Click "add to contacts"
4. Click "save and close"

## **Entourage**

1. Open the e-mail from VPAR
2. Right-click the sender's e-mail address
3. Select "add to address book" in the short-cut menu
4. Verify the sender's contact details
5. Click "save"

## **MacMail**

1. Open the e-mail from VPAR
2. Ctr-click the sender's e-mail address and select "open in address book"
3. Verify the sender's contact details

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