

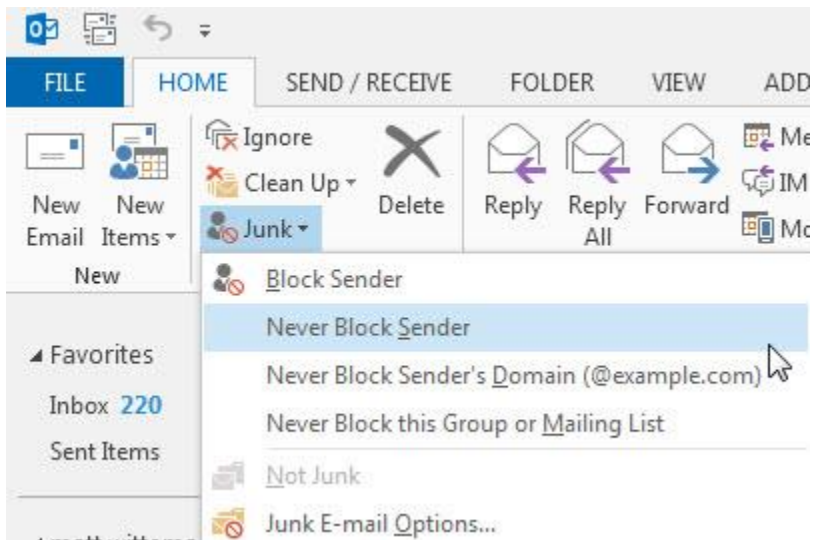
Add a Sender to the Safe Sender List

Many email applications and email providers will try to filter out ChessWP emails as unwanted or spam emails. One way that you can help to ensure that you receive emails that you want is to add the sender to your safe senders list. Here is how to do this in some common email programs.

Note: this applies to ALL chesswesternprovince.co.za email addresses (e.g. info@chesswesternprovince.co.za, hi@chesswesternprovince.co.za etc. – or more simply add the entire chesswesternprovince.co.za domain so that all mail makes it to your Inbox)

Outlook 2010 & 2013

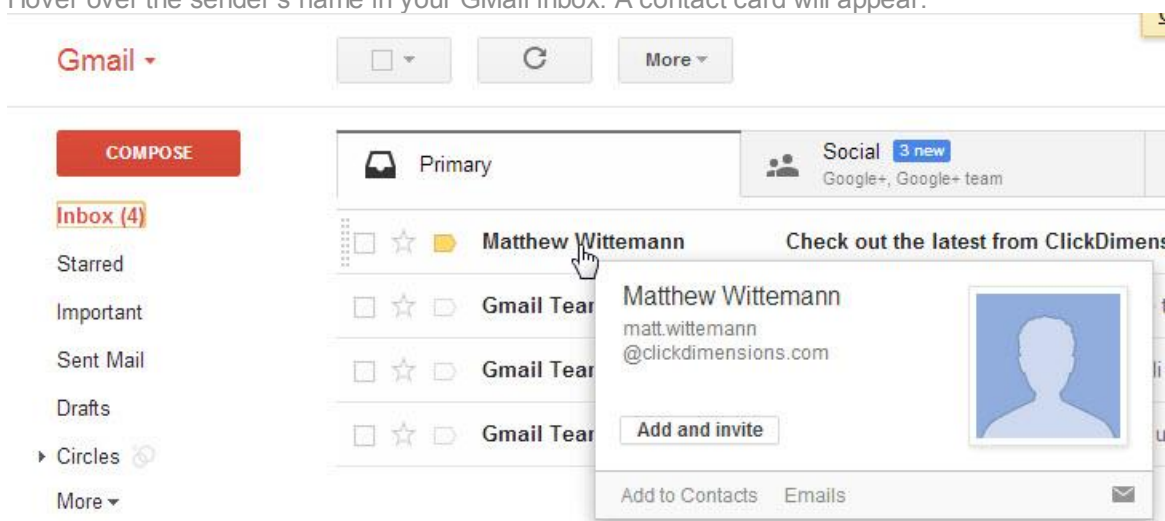
Select the email and then, on the “Home” menu, click Junk > Never Block Sender (or Never Block Sender’s Domain).



GMail

Adding the sender to your GMail contacts will help to ensure that the email makes it to your inbox. Here's how:

1. Hover over the sender's name in your GMail inbox. A contact card will appear:

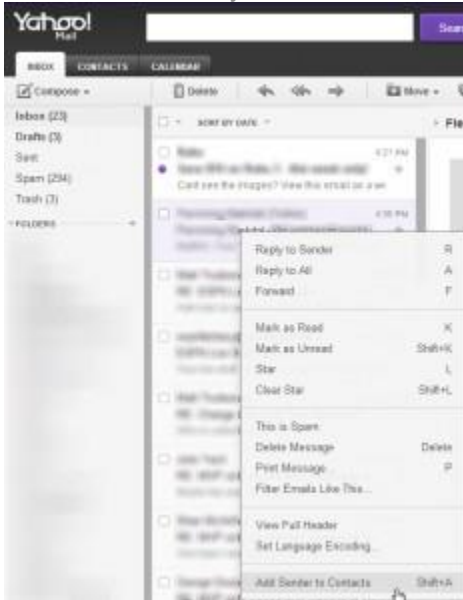


2. On the contact card, click “Add to Contacts”.

Yahoo

Adding the sender to your Yahoo contacts will help to ensure that the email makes it to your inbox. Here's how:

1. Select the email in your Yahoo inbox, and right-click it:

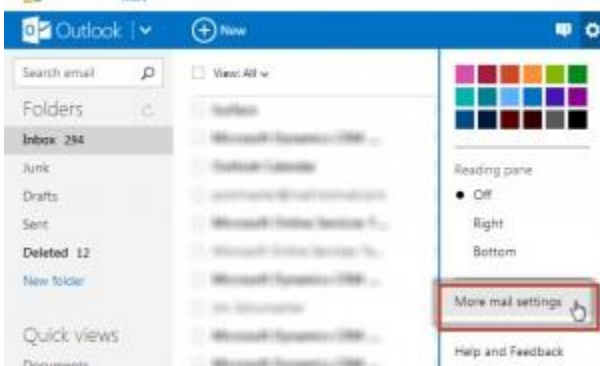


2. On the context menu, select “Add Sender to Contacts”

Outlook.com

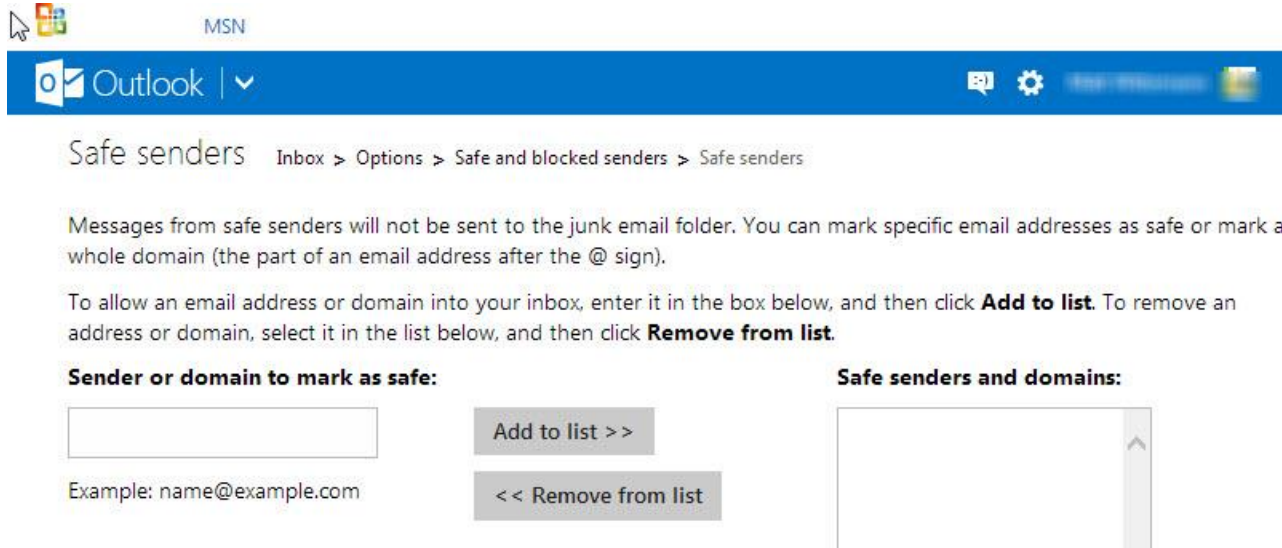
Outlook.com also gives higher priority to email from senders who are also your contacts. But you can also add the sender to your safe sender list:

1. Click the gear icon on the top right of the Outlook.com page, then click “More Mail Settings”:



2. Under Options, click on “Safe and blocked senders” and then click on “Safe Senders”.

3. In the Safe Senders screen, type the email address and click the add button to add the sender to the safe sender list:



The screenshot shows the Outlook interface. At the top, there is a blue header bar with the Outlook logo and a dropdown arrow on the left, and icons for chat, settings, and a user profile on the right. Below the header, the page title is "Safe senders" followed by a breadcrumb trail: "Inbox > Options > Safe and blocked senders > Safe senders".

The main content area contains the following text:

Messages from safe senders will not be sent to the junk email folder. You can mark specific email addresses as safe or mark a whole domain (the part of an email address after the @ sign).

To allow an email address or domain into your inbox, enter it in the box below, and then click **Add to list**. To remove an address or domain, select it in the list below, and then click **Remove from list**.

Below the text, there are two main sections:

- Sender or domain to mark as safe:** This section features a text input field. Below the field is the example text "Example: name@example.com". To the right of the input field are two buttons: "Add to list >>" and "<< Remove from list".
- Safe senders and domains:** This section contains a large, empty rectangular box with a vertical scrollbar on the right side, intended for displaying the list of safe senders.