

# Ensuring ECRAC Newsletter Delivery: Safelisting

It's a growing issue with email -- you sign up for a newsletter service and you never receive an issue. This is because in many cases, safelisting the sender of the newsletter is critical to ensure delivery. That is, adding the senders email address to your email software or service will ensure that your email newsletters will get into your inbox.

Below are safelisting tips for Gmail, Apple Mail, Samsung Mail, Yahoo, Microsoft Outlook, AOL, and Mozilla Thunderbird to ensure that your Essential Arts (East Central Regional Arts Council) newsletters arrive each time!

## How to add an email address to a safe sender list in a client or security software

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### Gmail

To add the sender to your Contacts:

1. Select the email to open it
2. Rest your cursor over the From address
3. Select Add to Contacts

If the email ends up in your Spam folder:

1. Select the email to open it
2. Choose: Report not spam

## Apple Mail iPhone

To add the sender to your Contacts:

1. Select the email to open it
2. Press the From address
3. Select the arrow next to the From
4. Choose Create New Contact
5. Press Done

If the email ends up in your Junk folder:

1. Select the email to open it
2. Press the arrow at the bottom
3. Select Mark as Not Junk

## Outlook (Office 365)

To add the sender to your Contacts:

1. Select the email to open it
2. Rest your cursor over the From address
3. Select More Options (three dots)
4. Click Add to Contacts then Create

If the email ends up in your Junk Email folder:

1. Select the email to open it
2. Press Not Junk > Not Junk
3. Press the Report button to Report as Not Junk

## Yahoo

To add the sender to your Contacts:

1. Select the email to open it
2. Rest your cursor over the From address
3. Select Add to Contacts then Save

If the email ends up in your Spam folder:

1. Select the email to open it
2. Then click Not Spam

## Samsung Mail

To add the sender to your Contacts:

1. Select the email to open it
2. Press the From address
3. Select Add to contacts
4. Click Create Contact then Save

If the email ends up in your Spam folder:

1. Select the email to open it
2. Press More options (three dots)
3. Select Remove from Spam

## America Online (AOL)

To add the sender to your Contacts:

1. Select the email to open it
2. Click on the From address
3. Select Add Contact. (continued on next page)

4. Enter a value in the First Name and Last Name fields
5. Click the ADD CONTACT button to save.

If the email ends up in your Spam folder:

1. Select the email to open it
2. Click the OK (“Not Spam”) button.

## Outlook

To add the sender to your Safe Senders List:

1. Select the email to open it
2. On the Message tab, select Junk > Never Block Sender

If the email ends up in your Junk Email folder:

1. On the Message tab, select Report Message > Not Junk
2. If a ‘Report as not junk?’ popup appears, select Report
3. Back on the Message tab, select Junk > Never Block Sender

## Apple Mail Client (Mac OS)

To add the sender to your Contacts:

1. Select the email
2. Rest your cursor over the From address
3. Select the down arrow and choose Add to

Contacts If the email ends up in your Junk folder:

1. Select the email
2. Click Move to Inbox

## Mozilla Thunderbird

To add the sender to your Address Book:

1. Select the email to open it
2. Click the From address
3. Select Add to Address Book

If the email ends up in your Spam folder:

1. Select the email to open it
2. Press Junk
3. Then select the Not Junk button