

# IDSALL SCHOOL

www.idsallschool.org



## Guidance on how to add an Idsall School email address to a mailbox 'safe sender' list

The majority of administrative emails from Idsall School are sent out from the email address:

[8934394@sims-communications.co.uk](mailto:8934394@sims-communications.co.uk)

We have recently been made aware that these are ending up in recipients' junk/spam mail folders. Unfortunately, we are unable to prevent this because emails are leaving our system and being blocked at the receiving end. However, please check your 'junk/spam' mail folders for emails from [8934394@sims-communications.co.uk](mailto:8934394@sims-communications.co.uk) and to prevent this from occurring in the future add the address to your mailbox 'safe senders' list. The guidance below shows how to do this for the most common mailboxes.



### Outlook/ Hotmail

- At the top of the page, select Settings > Mail.
- Select Mail > Accounts > Block or allow.
- 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. ...



### BT Email

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



## Apple Mail

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



## Gmail

- Select Actions from the toolbar at the top of the screen.
- Select Junk E-mail.
- Select Junk E-mail Options...
- Click the Safe Sender tab.
- Click Add.
- Type in the email address you wish to add to your safe sender list.
- Click OK.



## Yahoo! Mail

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