FILTERS AND SAFE SENDERS

FILTERS IN GMAIL/GOOGLEMAIL

LOG IN
Click the **down arrow** in the search box
A window that allows you to specify your search criteria will appear

CREATE
In the **From** box, type **edinburghcollege.ac.uk**
Click **Create filter with this search** on the bottom right of the search window
A window to specify criteria for the filter will appear

COMPLETE
Click the box
Never send it to Spam
Click the box
Also apply filter to matching messages
Click **Create filter**

FILTERS IN YAHOO!

LOG IN
Click the **Options** button (it's on the top right)
Click **Settings** on the drop down list

ADD
Click **Filters** (it's on the left)
Click **Add**
In the **Filter name** box, specify a name of your choice
For **From**, keep **contains** and type **edinburghcollege.ac.uk** in the box.
Make sure that Inbox is selected for "Then move the message to this folder"

SAVE
Click **Save**
You will be back on the Filters window
Click **Save**

SAFE SENDERS IN HOTMAIL/LIVE/OUTLOOK

LOG IN
On the top right hand side of the page, click the **Options button**
Click **Options** on the drop down list

NO JUNK
Under the heading **Preventing junk emails,** click **Safe and blocked senders**
Click **Safe senders**

DONE
In the box, type **edinburghcollege.ac.uk**
Click **Add to list**

SAFE SENDERS IN BT

LOG IN

From the **Settings** tab, **select the Safe senders** folder
Click **Add**

In the box, type **edinburghcollege.ac.uk**
Click **Save**

EASY!

SAFE SENDERS IN AOL

LOG IN
On the top right hand side of the page, click the **Options button**
Click **email settings** on the drop down list
Click **spam settings**

CHOOSE
EITHER: Allow e-mail from all senders: you will receive emails from anyone, including Edinburgh College

OR: Allow e-mail only from addresses I specify: if you select this option, you will receive emails only from the addresses you add in this section

SELECT
To add Edinburgh College:
In the box, type **edinburghcollege.ac.uk**
Click the **add** button
Make sure the boxes in the **Content Filter section are not ticked**
Click **Save Setting**