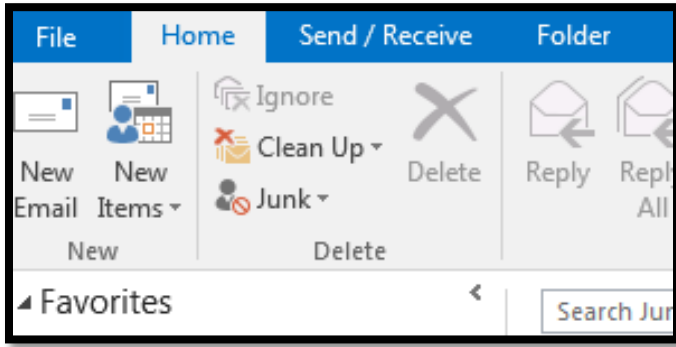


How to Add WACDFW as a “Safe Sender” or Contact

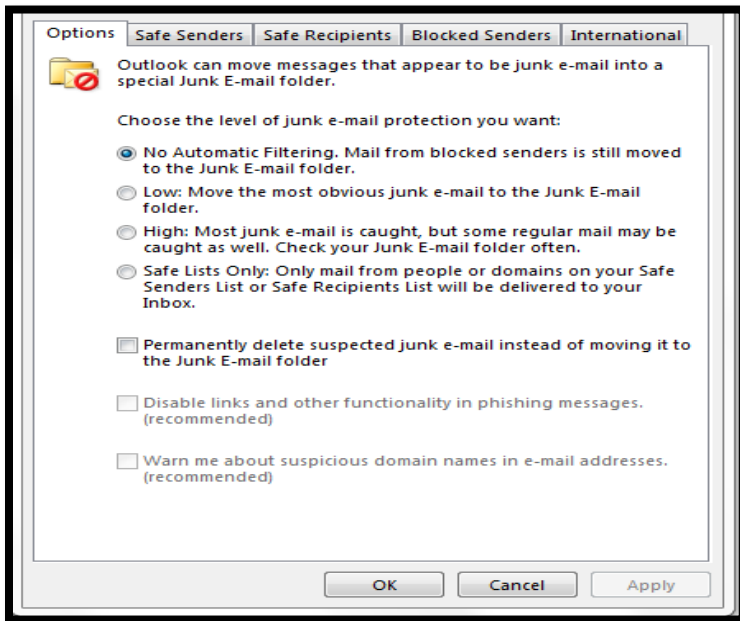
Directions for Outlook, Hotmail, Gmail, Yahoo, AOL Mail and BellSouth/AT&T Web Email

Outlook and Hotmail:

Step 1: Log into your email. Under the Home tab, find the drop down button labeled “Junk.”



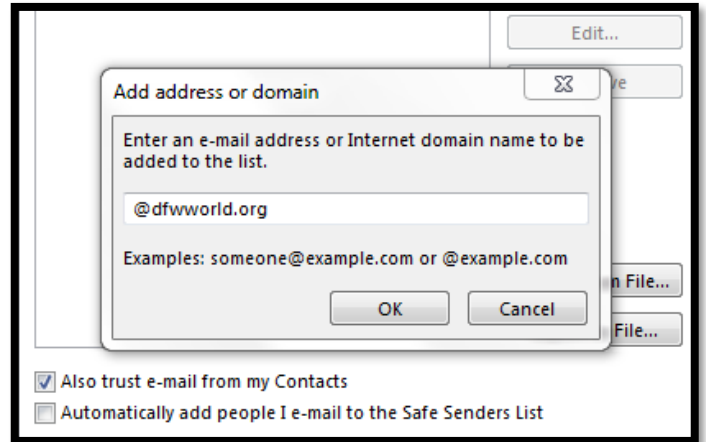
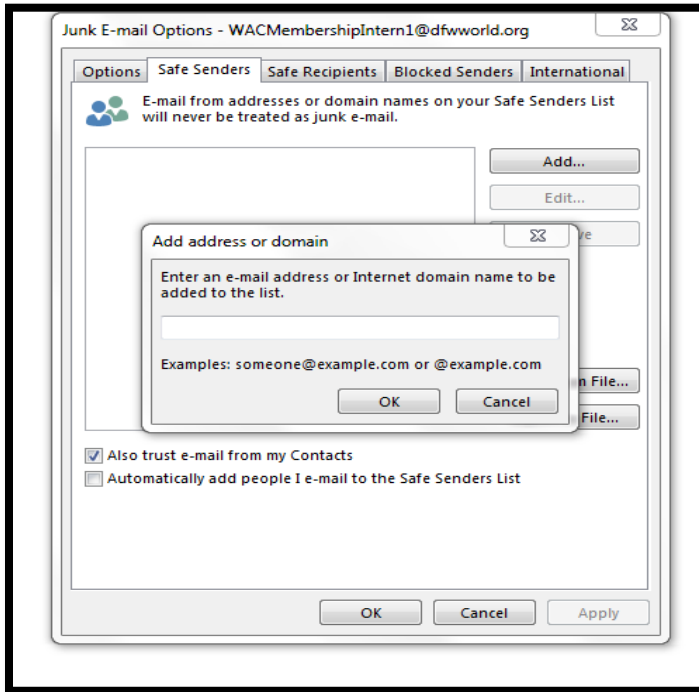
Step 2: Click on the Junk drop down arrow, and select “Junk Email Options.” You should see the below window pop up:



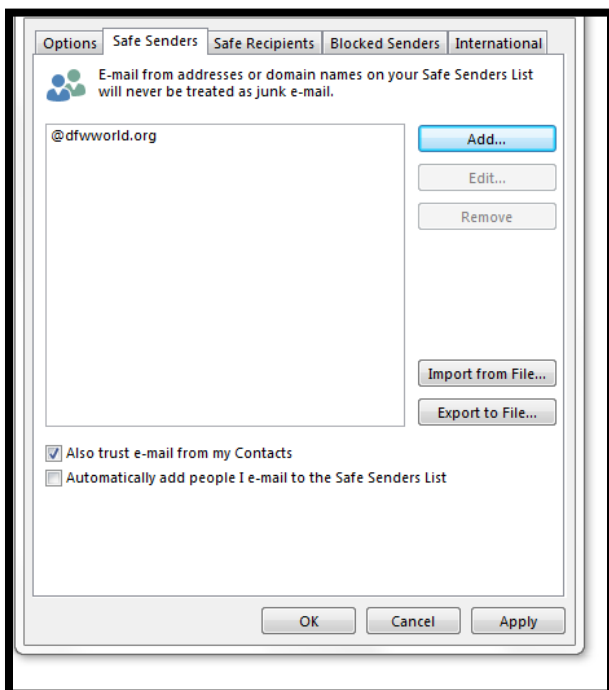
How to Add WACDFW as a “Safe Sender” or Contact

Directions for Outlook, Hotmail, Gmail, Yahoo, AOL Mail and BellSouth/AT&T Web Email

Step 3: At the top of the window, select the tab labeled “Safe Senders.” Then, click the “Add...” button on the right. The window below (left) should pop up. Type in “@dfwworld.org” and hit **OK**.



Step 4: The extra window should close, and you will see the below. Click “OK” at the bottom of the window, and you are all set! All emails from WACDFW should now appear in your inbox.

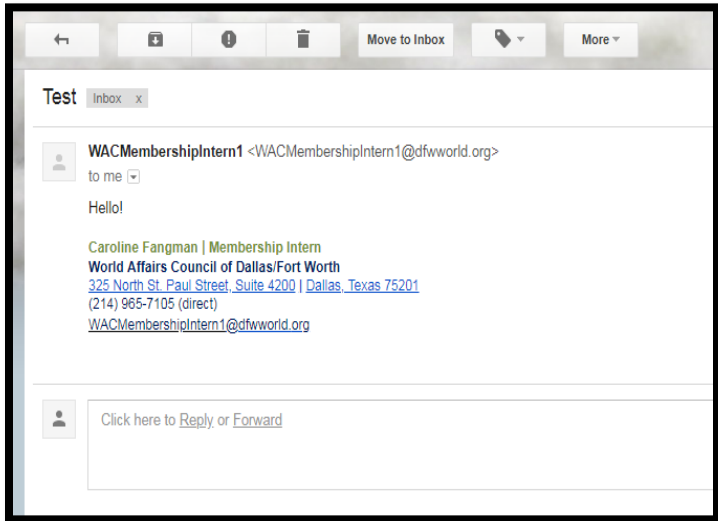


How to Add WACDFW as a “Safe Sender” or Contact

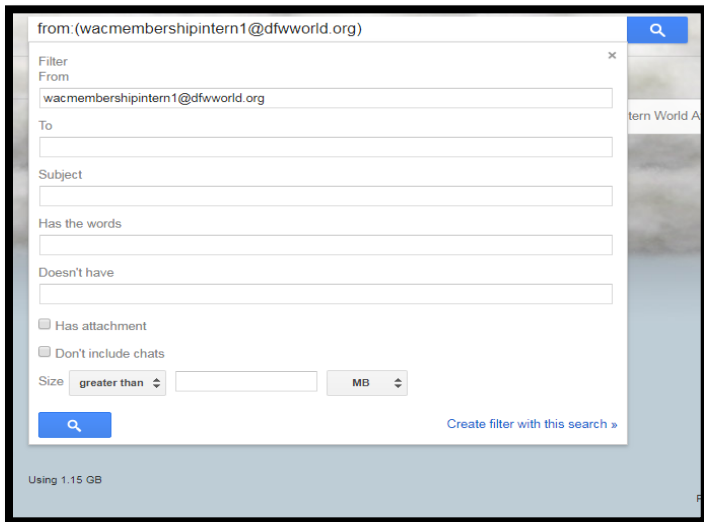
Directions for Outlook, Hotmail, Gmail, Yahoo, AOL Mail and BellSouth/AT&T Web Email

Gmail:

Step 1: Open any email from WACDFW (@dfwworld.org).



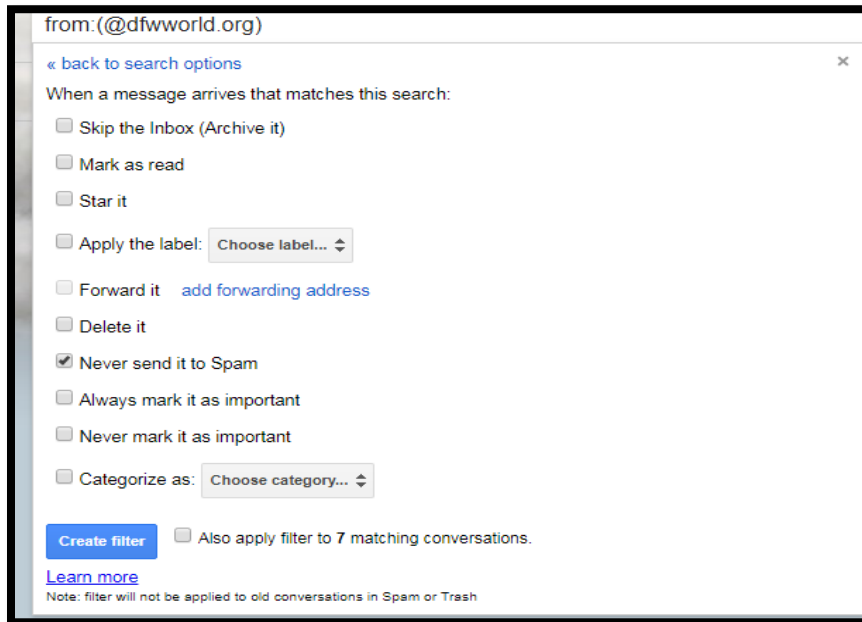
Step 2: Click the “More” button, and select the drop down option “Filter Messages like These.” Click the blue link at the bottom of the window that says “Create filter with this search.”



How to Add WACDFW as a “Safe Sender” or Contact

Directions for Outlook, Hotmail, Gmail, Yahoo, AOL Mail and BellSouth/AT&T Web Email

Step 3: The below pop-up box should appear. Check the box that says “Never send it to Spam”, and then click “Create Filter” at the bottom of the box.



from: (@dfwworld.org)

« back to search options x

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... ▾
- Forward it [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category... ▾

[Create filter](#) Also apply filter to 7 matching conversations.

[Learn more](#)

Note: filter will not be applied to old conversations in Spam or Trash

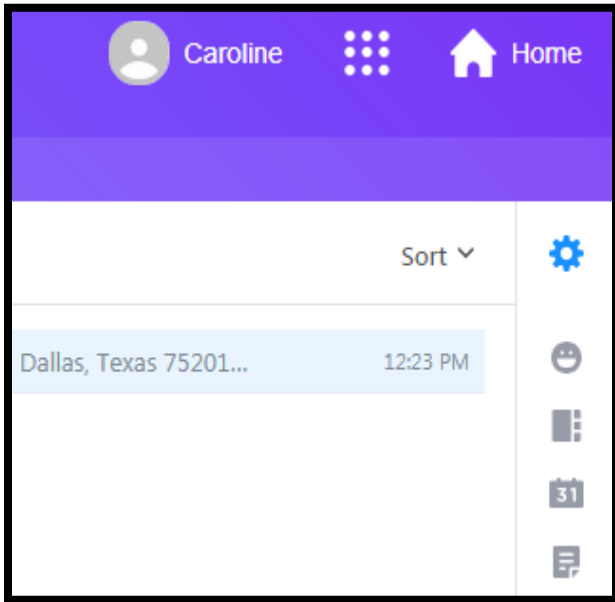
How to Add WACDFW as a “Safe Sender” or Contact

Directions for Outlook, Hotmail, Gmail, Yahoo, AOL Mail and BellSouth/AT&T Web Email

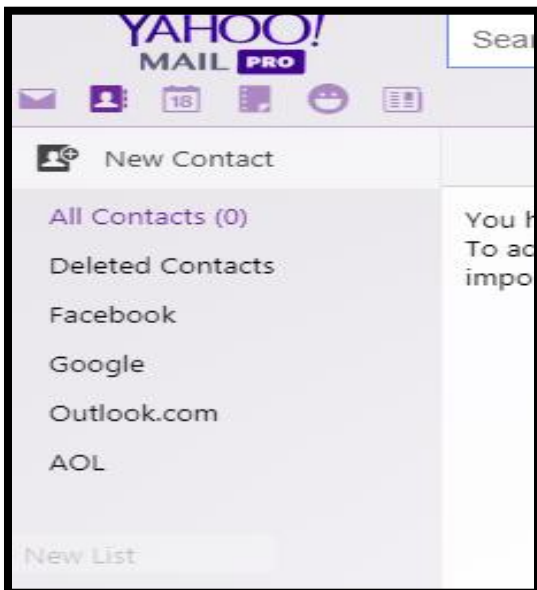
Yahoo:

You can't add a “safe sender” using Yahoo, but you can add WACDFW senders as contacts.

Step 1: On the right side of your mail inbox, you should see the icons shown below. Click on the **address book**, which will take you to your list of contacts.



Step 2: On the left side of your contacts page, click on the button that says “**New Contact.**”



How to Add WACDFW as a “Safe Sender” or Contact

Directions for Outlook, Hotmail, Gmail, Yahoo, AOL Mail and BellSouth/AT&T Web Email

Step 3: Add the email address of the WACDFW account that emailed you and a name if you would like. Click **Save** at the bottom and you’re all set!

The screenshot shows a contact management interface titled "Add Contact". It features several sections for data entry:

- Name Fields:** Middle Name, Last Name, and Email (with a dropdown arrow). The first email field contains "wacmembershipintern1@dfworld.org".
- Mobile:** A field with a dropdown arrow.
- Work Details:** Job Title and Employer.
- Personal Details:** Birthday (DD - MM - YYYY), Anniversary (DD - MM - YYYY), Website, and Notes.

At the bottom, there are "Save" and "Cancel" buttons.

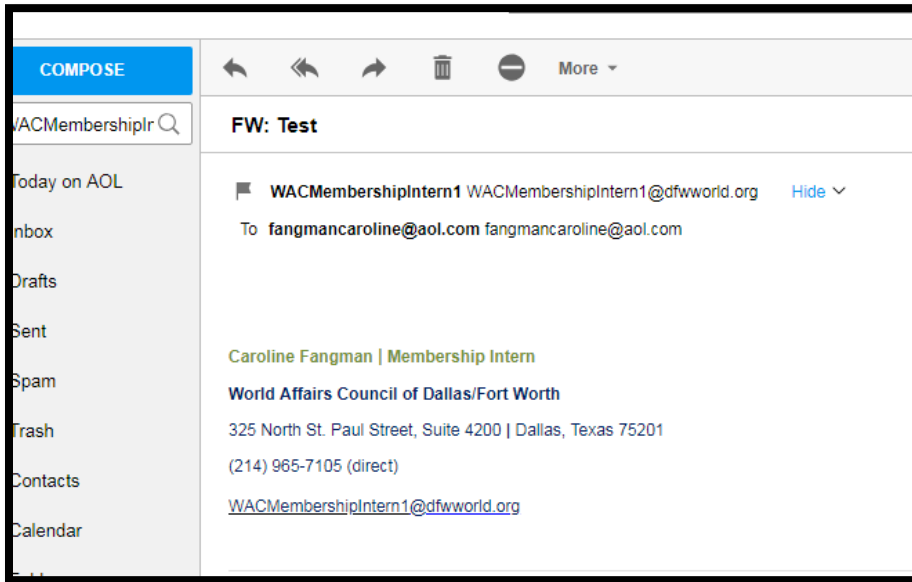
How to Add WACDFW as a “Safe Sender” or Contact

Directions for Outlook, Hotmail, Gmail, Yahoo, AOL Mail and BellSouth/AT&T Web Email

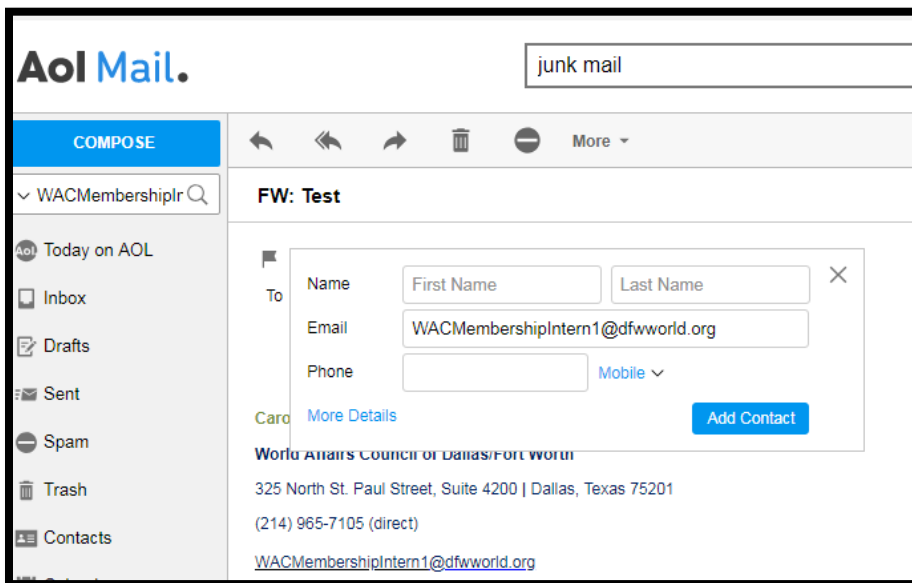
AOL:

You can't add a “safe sender” to AOL, but you can add WACDFW senders as contacts.

Step 1: Click on any email from WACDFW.



Step 2: Click on the email address, and a few options should pop up. Click on “add contact.” You should see the below:



Step 3: Type in a name for WACDFW, and then click “Add Contact.” Messages from WACDFW should now go to your inbox.

How to Add WACDFW as a “Safe Sender” or Contact

Directions for Outlook, Hotmail, Gmail, Yahoo, AOL Mail and BellSouth/AT&T Web Email

BellSouth / AT&T Web Email

Step 1: Open your mailbox.

Step 2: Select **Options** from the top right-hand side of your toolbar. From there, select **Mail Options**.

Step 3: Select “Filters.”

Step 4: Click "Add Filter".

Step 5: In the top row, labeled “From Header,” select **Contains** from the pull down menu. Enter the email address in the text box next to the pull down menu.

You can either give a specific email address or use @dfwworld.org to whitelist the domain.

Step 6: Scroll down to the bottom of the tab where there is the option **Move the message to**. Select “Inbox” from the drop-down menu.