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.”

![Junk Email Options](image)

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

![Safe Senders Window]

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.

![Safe Senders List]

Click “OK” at the bottom of the window, and you are all set! All emails from WACDFW should now appear in your inbox.
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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.”
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**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.
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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.”
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**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!
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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
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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.