

She and I Designs

Email

Safe Sender/Address Book

Instructions

Email: sales@sheandidesigns.com

Website: www.sheandidesigns.com

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She and I Designs Email Address: sales@sheandidesigns.com

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YAHOO

To ensure that our emails are delivered to your Yahoo inbox (not the Bulk Mail or Junk Mail folder); you can instruct Yahoo to filter it to your inbox. Here's how:

1. Open your Yahoo mailbox
2. Click Mail Options (upper right hand corner).
3. Click filters.
4. Next, click add filter (may also be add link).
5. In the top row, labeled From Header: make sure contains is selected in the pull-down menu.
6. Click in the text box next to that pull-down menu, and then enter our email address.
(Please select the email address from the list provided, if available).
7. At the bottom, where it says Move the message to: select Inbox from the pull-down menu.
8. Click the Add Filter button again.

If you have received a message from us:

1. If our email is getting stuck in your Yahoo Bulk Folder, please open the email and click the Not Spam button.
2. Next, check to see if the email address is in your "Blocked Addresses" list. If you see our email address on this list, select it and click the Remove Block button.
3. Lastly, please set up a filter as outlined above.

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AOL

If you are using AOL, you can ensure that our emails are delivered to your inbox by setting your Mail Controls as follows:

1. Go to Mail Controls.
2. Select the screen name we're sending your email to
3. Click Customize Mail Controls for this screen name

For AOL version 8.0:

1. Select allow email from all AOL members, email address and domains.
2. Click next until the save button shows up at the bottom.
3. Click Save.

If you haven't received an email from us yet please add our "From address" to your AOL address book:

1. Click the Mail menu and select Address Book.
2. Wait for the "Address Book" window to pop up, then click the Add button.
3. Wait for the "Address Card for New Contact" window to load.
4. Paste our email address (sales@sheandidesigns.com) into the "Other E-Mail" field.
5. Make our From address the "Primary E-Mail" address by checking the associated check box.
6. Click the Save button.

If you have already received an email from us:

1. If our email is in your AOL Spam Folder, please open the email and then click the "This Is Not Spam" button.
2. Add our address into your Address Book as described above.

COMCAST

1. Sign into Webmail.
2. On the left navigation menu, click Address Book.
3. Click Add Contact.
4. Under the General tab, in the box under the Email Address, enter our email address.
5. Click the Add button.

If you have enabled *Restrict Incoming Email*, also do the following:

1. Sign into Webmail.
2. Select Preferences.
3. Select Restrict Incoming Email. Note: If Enable Email Controls is set to Yes, then you are restricting incoming emails.
4. Select Allow email from addresses listed below.
5. Enter our email address, and click the Add button.

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EARTHLINK

1. Click the Address Book button to open your address book in the browser.
2. Click the Add Contact button (if you use EarthLink 5.0 or higher, click the Add button).
3. Type in our email address into the email address slot and then click OK.

GMAIL

If you haven't received a message from us yet, add our email address to your Gmail Contacts List:

1. Click Contacts along the left side of any Gmail page.
2. Click Add Contact.
3. Copy and paste our email address into the primary email address dialog box.
4. Click Save.

How to check if our email is in the "spam" folder:

1. Click Spam along the left side of any Gmail page.
2. Check-mark the box next to our newsletter.
3. Click Not Spam button along the top.

HOTMAIL

If you are using Hotmail, add our email address to your Hotmail Safe List. Here's how:

1. Open your mailbox and click "Options" (upper right hand corner).
2. Click the "Junk E-Mail Protection" link (top of page).
3. Select the "Safe List" link (2nd from bottom).
4. In the space provided (labeled "Type and address or domain", enter our email address.
5. Click "Add".
6. When you see the address you entered in the Safe List box, click OK.

If you have received a message from us:

1. If our email is in your Junk E-Mail Folder, open the email and click the Not Junk button.
2. Next, check to see if our email address is in your Blocked Senders list.
3. If you see our email address on this list, select it and click the Remove button.
4. Finally, if you have not done so, add our email address into your Safe List as outlined above.

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VERIZON

1. Go to your account and click on the Address Book link in the left column.
2. Select Create Contact.
3. The Add Address Book Entry screen appears. In the Email field, type our email address.
4. In the Nickname field, type our email address.
5. Select Save.

OUTLOOK 2003

Add our email address to your Safe Senders list:

1. On the Tools menu, click Options.
2. On the Preferences tab, click Junk E-mail.
3. On the Safe Senders tab, click Add.
4. In the Add address, put our email address.
5. Click OK.