



How to Add Senders to Your 'Safe Senders' List with Different Email Clients

Are you having trouble receiving the Share and Care Newsletter?

It's a possibility these emails are inadvertently being sent to your spam or junk email folders without your knowledge.

When you want to stop having these emails stuck in your spam or junk folders, follow these instructions to add senders to your "Safe Senders" list in a variety of email clients:

Outlook

When you have Outlook 2013:

1. In Outlook, click on the "Home" tab
2. Click "Junk"
3. Click "Junk Email Options"
4. Click on the "Safe Senders" tab
5. Click "Add"
6. Type in the email address or domain name you wish to add
7. Click OK

When you have Outlook Express:

1. In Outlook, navigate to your "Tools" menu
2. Click "Address Book"
3. Click "New"
4. Select "New Contact" from your drop-down menu
5. Type in the email address you wish to add
6. Click OK

Gmail

1. Select "Contacts" from the Options side of Gmail, on the left-hand side of your inbox
2. Select "Create Contact" from your Top Menu
3. Enter the email address in your Primary Email Box
4. Click Save



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AOL

First, find messages from Home Instead and then mark them as Not Spam

1. Open your mailbox
2. In the left panel, click Spam
3. If you find the email from SubAssistant, click the box next to it, and then above your messages, click NOT SPAM

Next, add Home Instead email addressed to your contacts list to ensure that mail is delivered to your Inbox

1. Open an email from Home Instead
2. Click on the sender's name and email address
3. Click "Add to Address Book" in the window that appears
4. Enter any additional information
5. Click Save

Yahoo

First, find messages from Home Instead and mark them as not spam.

1. Click on the Spam folder.
 2. Select the email.
 3. Click Not Spam at the top of the page.
- The email will return to your Inbox.

In Yahoo Mail, your contacts list is your whitelist. To add the From Address to your Yahoo Contacts:

1. Open your Yahoo mailbox.
2. Click the address book icon under the Yahoo! Mail logo. When you roll your mouse over it, it will say Contacts.
3. Click "New Contact"
4. Fill in the fields of your contact
5. Click Save

If your email client is not listed above, and you are still having trouble adding someone to your "Safe Senders" list, a quick web search that is something like: "How to add a sender to my Safe Senders list in (email client name)", should do the trick!

To ensure you are receiving emails from Home Instead, we always recommend you follow these instructions.

Add "@homeinstead.com" to your "Safe Senders" list, whatever email client you are using, so you don't miss important announcements and information!