Safe-Sender Guidelines



This document contains a list of popular email clients. Scan the page to find your client, then follow the directions below to add emails from Technology Networks to your safesender list. This will help to ensure that our emails are delivered to your inbox.

Gmail



- 1. In the search box at the top, click the down arrow.
- 2. In the "From" section enter @technologynetworks.com.
- 3. At the bottom of the search window, click Create filter.
- 4. Check the box beside **Never Send it to Spam**.
- 5. Click Create filter.

For more information, click here.

Outlook 2016, 2013 and 2010



- 1. On the Home tab, in the Delete section, click Junk.
- 2. Click Junk E-mail Options.
- 4. Click on the Safe Senders tab.
- 5. Click the **Add...** button.
- 6. Enter @technologynetworks.com.
- 7. Click **OK** to finish.
- 8. Click **OK** to close the Junk Email Options.

For more information, <u>click here</u>.

Yahoo



- 1. Click **the Gear icon** in the top right corner of your screen.
- 2. Click More settings.
- 3. Click **Filters** from the left-hand menu.
- 4. Click Add new filters.
- 5. Name your filter.
- 6. In the Set rules section, select "From" and "Contains"
- 7. In the **Type a filter value** section, enter @technologynetworks.com.
- 8. In the area labelled "Choose a folder to move to", select Inbox.
- 9. Click Save.

For more information, click here.

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Email Clients in this section will not allow you to add contacts to a safe sender list prior to receiving a message. In this case, you will need to locate your email in the Junk Mail folder and then follow the directions to mark it as safe.

Apple Mail (Mobile)



- 1. Go to your Junk folder.
- 2. Locate the email from Technology Networks.
- 3. Open the email the **click on the sender name** that appears next to the word From:
- 4. Click Create New Contact.
- 5. Click **Done** to save.
- 6. Click **Done** again to return to the email.

Mac Mail



- 1. Open Mail.
- 2. Go to Preferences.
- 3. Go to **Junk Mail** from the menu list along the top of your screen.
- 4. Make sure Address Book, and Previous Recipients options are checked.
- 5. Exit the Preferences Window.
- 6. Add @technologynetworks.com to your Address Book.app

Mozilla Thunderbird



- 1. Put Technology Networks in your address book.
- 2. Go to Tools > Account Settings > Junk Settings
- 3. Select: enable adaptive junk mail controls for this account
- 4. Under 'do not automatically mark mail as junk if the sender is in:'
 - i. Select the address book
 - ii. Select 'Move new junk messages to'
 - If pop select: Junk folder on mail account name
 - If IMAP select 'Other' and Junk / Spam folder on imap mail account.
 - iii. Click on **OK** to save changes.

For more information, click here.

Outlook App for iOS and Android

- 1. Go to the People tab.
- 2. Tap the + sign.
- 3. Add Technology Networks' contact information.



For more information, click here.