

## **AOL Safe Senders List**

First, find messages from Sun City Grand and then mark them as Not Spam

- Open your mailbox
- In the left panel, click "Spam"
- If you find the email from Sun City Grand, click the box next to it, and then above your messages, click NOT SPAM

Next, add Sun City Grand email addressed to your contacts list to ensure that mail is delivered to your Inbox

- Open an email from Sun City Grand
- Click on the sender's name and email address (Sun City Grand, [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com))
- Click "Add to Address Book" in the window that appears
- Enter any additional information
- Click "save"

## **AT&T Web Email**

- Open your mailbox
- Select "Options" on the top right hand side → "Mail Options" → "Filters" → "Add Filter"
- Select "Filters"
- Click "Add Filter"
- In the top row, labeled "From Header", select contains from the pull down menu. Enter the address [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) in the text box next to the pull down menu
- Move down to the bottom where there is the option "Move the message to". Select "Inbox" from the drop-down menu
- Select the "Add Filter" button once again

## **Comcast Safe Senders List**

First Option:

- Once you log into Comcast, click the email icon on the right side of the page.
- Click "Email filters and signatures" on the right-hand side.
- Click "Add Filter"
- Add a Filter Name such as "Sun City Grand"
- Enter our email address [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)
- Click "save"

Second Option:

- Click "Address Book"
- Click "New" and choose "New Contact"
- Add the email address [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) and any additional information
- Click "save"

## **Cox Safe Senders List**

- Go to WebMail Inbox window
- Click "Preferences"
- Under "General Email Preferences", click "Blocked Senders"
- Type in [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) in the "Exceptions List"
- Click "Add"
- Click "Save"

## **EarthLink Safe Senders List**

- Open the "Address Book"
- Click "Add"
- Enter [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)
- Click "save"

## **Entourage Safe Senders List**

- Open the email from Sun City Grand
- Right-click on [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)
- Select "Add to Address Book" in the short-cut menu.

- Verify the Sun City Grand's contact details
- Click "save"

### **Gmail Safe Senders List**

- Select "contacts" from the options on the left side of the Gmail Inbox
- Select "Create Contact" on the top menu
- Enter the [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) email in the primary email box
- Click "save"

If an email from Sun City Grand is in the Spam folder, you can mark it "Not Spam" to ensure you receive emails from us.

### **iCloud Safe Senders List**

On your iPhone, iPad, or iPod touch with iOS 7 or later:

- Open the Sun City Grand message in the "Junk" folder
- Click the folder icon at the bottom, then click "Inbox" to move the message.

On your Mac:

- Select the Sun City Grand message
- Click the "Not Junk" button in the Mail toolbar, or drag the message to the "Inbox" in the sidebar

On iCloud.com:

- Select the Sun City Grand message
- Click "Not Junk" in the notification bar at the top of the message window, or drag the message to the "Inbox" in the sidebar

### **MacMail**

- Open the Sun City Grand email
- Type the [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) email in the "Add Entry" field on the "Allow List"

- Verify the sender's contact details
- Click "save"

### **McAfee**

- Click the "Allow/Deny" menu option in the "Control Console"
- Add the contact's domain, [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)
- Click "save"

### **MSN**

- Select "Settings: Email | Junk e-mail" (bottom left, just above "Calendar")
- From the email settings screen, select "Junk E-mail Guard"
- Select "Safe List"
- Enter the [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) email address
- Select "Add"

### **Mozilla Thunderbird**

- Check if the email from Sun City Grand is in your "Junk" folder, right-click on the email and choose "Mark As Not Junk"
- Click "Address Book"
- Make sure that the "Personal Address Book" is highlighted
- Click "New Card", the New Card window will display
- Under the "Contact" tab, copy Sun City Grand's "From" address ([noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)) and paste it into the "Email dialog box"
- Click "OK"

### **Norton AntiSpam**

- Start Norton AntiSpam, click the "Status & Settings" tab.
- Click "AntiSpam"
- Click the "Configure" button on the right-hand side; bottom of the screen

- Click the "Allowed List" tab; the second tab on the list of tabs.
- Click "Add".
- Enter the [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) email address in the Email address box.
- Click "OK".

### **Outlook (formerly Hotmail)**

#### **2003, 2007 and Express**

##### **Without a Sun City Grand email address in your inbox:**

- Click "Actions" from the toolbar at the top of the screen
- Click "Junk E-mail".
- Click "Junk E-mail Options..."
- Click the "Safe Sender" tab.
- Click "Add"
- Type in the [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) email address
- Click "OK"

##### **With a Sun City Grand email in your inbox:**

- Open the email
- In the "Toolbar" options at the top, click the "Safe Lists" drop-down
- Note: This is located in the "Junk Email" section
- Select "Add sender to Address book"
- Click "OK"

##### **To add the entire domain:**

- Open the Sun City Grand email.
- In the "Toolbar" options at the top, click the "Safe Lists" drop-down
- Note: This is located in the "Junk Email" section
- Select "Add Sender's Domain" ([noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)) to "Safe Senders List".
- Click "OK".

## 2010

- In Outlook, go to the "Home" tab
- Click the "Junk" button
- Choose "Junk E-Mail Options" from the drop-down list.
- Go to the "Safe Senders" tab
- Type in [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)
- Click "OK"

## Express

- In Outlook, go to the "Tools" menu
- Select "Address Book"
- Click "New" and select "New Contact" from the drop-down menu
- Type in [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)
- Click "OK"

## Outlook.com (Formerly Hotmail)

- Open your Outlook mailbox
- Select "Options" from the top right (next to the question mark)
- Select "More options" → "Safe and blocked senders" (under Preventing junk email) > "Safe senders"
- In the space provided, enter the [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) email address
- Select "Add to list"
- Ensure the safe mailing lists box has the address you entered, and select "OK"

## Road Runner

- Open your Road Runner mailbox.
- Open your "Junk Mail" folder
- Select the email that includes the e-mail address ([noreply@suncitygrand.com](mailto:noreply@suncitygrand.com))
- Click "Mark as Not Spam"

## Verizon

- Open your Inbox
- Click "Options"
- Click "Block Senders"
- Locate the "Safe List"
- Enter [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)
- Click "OK"

## Windstream

- Click the "Settings" tab
- Click "Messages"
- Click "Allow and Block Messages"
- Select "Advanced Block Senders"
- In the Allowed Senders and Domains area type the [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com) email
- Click "OK"

## Yahoo

First, find messages from Sun City Grand and mark it as "not spam"

- Click on the "Spam" folder.
- Select the Sun City Grand email.
- Click "Not Spam" at the top of the page.
- The email will return to your Inbox.

In Yahoo Mail, your contacts list is your Safe Senders list.

- Open your Yahoo mailbox.
- Click the "Address Book" icon under the Yahoo! Mail logo; when you hover your mouse over it, it will say "Contacts"
- Click "New Contact"
- Fill in the fields of your Contact; Sun City Grand, [noreply@suncitygrand.com](mailto:noreply@suncitygrand.com)
- Click "save"