



HOW TO ADD AN EMAIL TO A SAFE SENDERS LIST

In order to ensure that you receive the appropriate notifications for the FFA Scholarship Program, you must add donotreply@applyISTS.com and FFA@applyISTS.com to your safe senders list. Steps for adding an email to a safe senders list will vary by email application. Please review the following steps based on your local email application:

Gmail

To ensure that you receive emails in your inbox, you can add the email address to your contact list. If one of our mails has been moved to the spam folder, you can mark it "Not Spam" to whitelist it:

1. Click Contacts from the options on the left side of the Gmail Inbox.
2. Click Create Contact on the top menu.
3. Enter the email address in the primary email box.
4. Click Save.

Outlook

- For 2010
 1. In Outlook, go to the Home tab.
 2. Click the Junk button.
 3. Choose "Junk E-Mail Options" from the drop-down list.
 4. Go to the Safe Senders tab.
 5. Type in either the email address or the domain name you wish to add.
 6. Click OK
- For 2013
 1. In Outlook, go to the Home tab.
 2. Click Junk > Junk Email Options.
 3. Click the Safe Senders Tab
 4. Click Add.
 5. In the Add address or domain box, enter the email address or the domain name you want to whitelist.
 6. Click OK and close the window.

Yahoo

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 and mail from this sender should now be delivered to your Inbox.

