

## E-mail Whitelisting Instructions

### Follow these instructions to make sure that your newsletter subscription is not blocked

Your Internet Service Provider (ISP) likely uses some type of spam filter which could mistakenly block your receipt of our newsletter. To prevent this problem, we recommend that you add us to your list of trusted senders. This process is called "whitelisting."

If you don't see an e-mail from **Kit Jeffrey** in your inbox, it may have been sent to your spam folder. Check there and, if you see it, open it and mark it as "not spam."

Click on the link to your ISP or e-mail client to whitelist it and have the message containing the newsletter appear in your inbox.

Below are steps for whitelisting us with AOL, Yahoo! Mail, Hotmail, Windows Live, MSN, Gmail, MS Outlook, Apple Mail, ThunderBird and Postini. Even if your ISP or e-mail program is not listed, these instructions will help you whitelist our e-mail address.

Also, if you find e-mail from *kit@boomercompass.com* in your spam or junk folder, please take the opportunity to tell your mail program that it is not spam by clicking the "not spam", "not junk" or similar button. That will configure your program to whitelist it.

### AOL

To add *kit@boomercompass.com* to your AOL address book:

1. Open an e-mail from us and then click the 'This Is Not Spam' button
2. Click the Mail menu and select Address Book
3. Wait for the Address Book window to pop up, and then click the 'Add' button
4. Wait for the Address Card for New Contact window to load
5. Paste *kit@boomercompass.com* into the 'Other BoomerCompass' field
6. Make our "From" address, *kit@boomercompass.com*, the primary BoomerCompass address by checking the appropriate box
7. Click "Save"

Note: If you are using AOL Web Mail, replying to an e-mail from Get it to the Inbox will also work.

### Yahoo! Mail

To whitelist *kit@boomercompass.com* with Yahoo! Mail, you will need to set up a "filter" after first taking the following steps:

1. If you find e-mail from *kit@boomercompass.com* is going to your Yahoo! bulk folder, open it and click "Not Spam"
2. Be sure that the address *kit@boomercompass.com* is not in your "Blocked Addresses" list. If *kit@boomercompass.com* is on your "Blocked Addresses" list, select it and click "Remove Block"
3. Open your mail and click on "Mail Options" in the upper right hand corner
4. Select 'Filters' (in the bottom left corner)
5. On the Filters page, click "Add"
6. Select the "From header:" rule, and add "contains" and *kit@boomercompass.com*, which tells the system to put e-mail with *kit@boomercompass.com* in your inbox and not the bulk folder.
7. Click the "Choose Folder" pull down menu and select 'Inbox'
8. Pick the Add Filter button

## **Hotmail, Windows Live and MSN**

To whitelist our address with Hotmail, Windows Live and MSN you will need to add kit@boomercompass.com to your safe list.

1. First, if you find e-mail from us in your junk folder, open the e-mail and click "Not Junk"
2. Next, check to see if the e-mail address kit@boomercompass.com is on your Blocked Senders list. If you find kit@boomercompass.com on your blocked senders list, select it and click on the "Remove" button.
3. Open your mailbox and click "Options" in the upper right hand corner
4. At the top of the page, click on the "Junk BoomerCompass Protection" link
5. Next, click on "Safe List", which is down near the bottom
6. Copy and paste kit@boomercompass.com where it says "Type an address or domain"
7. Click the "Add" button

## **Gmail**

1. If you find e-mail from us in your Gmail spam folder, select our e-mail and click the "Not Spam" button
2. Open an e-mail that you have received from us
3. Click on the down pointing arrow next to "Reply":
4. Click "Add BoomerCompass to Contacts list"

## **Microsoft Outlook 2003 or higher**

Because of the many e-mail platforms that can work with Outlook, it is not easy to tell you how to receive all e-mail in your Outlook Inbox. To make sure that you can see the e-mails as they were intended to be viewed, with images, be sure to add our address to your address book or Safe Sender list.

1. On the Tools menu, click Options
2. On the Preferences tab, click Junk E-mail Options
3. On the Safe Senders tab, click Add
4. Add kit@boomercompass.com where it says "Add address"
5. Click OK

## **Thunderbird**

You will need to add kit@boomercompass.com to your address book, and then set up your Thunderbird Junk Mail Controls to whitelist your address book.

1. If you find e-mail from kit@boomercompass.com in your Junk folder, right click on our e-mail and choose "Mark as Not Junk"
2. Click the Address Book button
3. Highlight the Personal Address Book
4. Click on "New Card"
5. In the "Contact" tab of the new card, copy and paste kit@boomercompass.com to the e-mail dialog box
6. Click "Ok"
7. Whitelist your address book, select "Tools > Junk Mail Controls" from the drop down menu
8. Update the "White Lists" module under the "Settings" tab by selecting "Personal Address Book" from the drop down menu, and then check the box next to "Do not mark messages as junk mail"
9. Click "Ok"

## Apple Mail for OS X

1. If e-mail from kit@boomercompass.com ends up in your junk folder, highlight or open it and click "Not Junk" at the top of your screen.
2. Go to Mail > Preferences from your Mail menu
3. Go to the Rules tab
4. Select Add Rule
5. Give this rule a name such as "BoomerCompass"
6. Create a rule that says "If *any* of the following conditions are met: 'From' 'Contains'" and paste in "kit@boomercompass.com"
7. From the actions, select 'Move message' to mailbox 'Inbox'.
8. Click "OK"

## Postini

You do not need to whitelist e-mail from BoomerCompass in Postini *unless* you find that it was moved to the "Junk" area.

1. Log into your Postini account
2. Look to see if any e-mail from kit@boomercompass.com is listed in your Junk area
3. If you find e-mail from kit@boomercompass.com in the Junk area, check the check box next to the e-mail from kit@boomercompass.com
4. Click the "Deliver Selected" link at the very top of the Junk screen
5. On the next screen, click the "Approve Sender" check box next to the e-mail from kit@boomercompass.com
6. Click the "Approve Selected Senders" button