

Email Safelist

An email safelist (sometimes called a whitelist) is a list of all the sender names/addresses who the recipient deems acceptable to receive email from.

Spam filters that come with email clients have both white and black lists of senders and keywords to look for in emails. If a spam filter keeps a whitelist, mail from the listed addresses, domains, and/or IPs will always be allowed.

By adding an email address to your address book you automatically add a sender's email address to your email whitelist.

How to add us to your address book

Have you experienced problems receiving our email? If so, it may have been mistakenly filtered out of your inbox.

Please note that you may have to complete the following steps in order to ensure that you will receive all our email communications.

Outlook 2003 Users:

Open the newsletter you received from us.

On the toolbar click on "Actions"

From the drop down menu select "Junk E-mail"

Select "Add sender to safe senders list"

A dialogue box will appear with the words "The sender of the selected message has been added to your safe senders list"

Click the "OK" button to confirm

Your email message will be automatically entered into your Outlook contacts list.

AOL® Users:

Open the newsletter you received from us.

Click on the "Add Address" icon.

The Reed Business Information email address is automatically populated in the name and email fields in the "Add Contact" dialogue box. Verify that the information is correct.

Click the Save button.

Your email message will be automatically entered into your AOL address book.

If you have further need of assistance, contact AOL Support [here](#)

Gmail® Users:

Open the newsletter you received from us.

Click on the "More options" link next to the date.

Click on "Add sender to Contacts list" in the options below the Subject line.

Your email message will be automatically entered into your Gmail contacts list.

If you have further need of assistance, visit Gmail's support page [here](#)

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Hotmail® Users:

Open the newsletter you received from us.

Click "Save Address(es)" at the top of the message.

Our email address is automatically populated in the email field in the "Add to Address Book" page.

Your email message will be automatically entered into your Hotmail address book.

If you have further need of assistance, contact Hotmail Support [here](#)

Yahoo!® Users:

Open the newsletter you received from us.

Click "Add to Address Book" link next to the icon on the far right.

Our email address is automatically populated in the email field in the "Add to Address Book" page.

Verify the information is correct.

Click "Add to Address Book."

Your email message will be automatically entered into your Yahoo! address book.

If you have further need of assistance, contact Yahoo! Support [here](#)

EarthLink® Users:

Open the newsletter you received from us.

Click your mailbox's "Message" menu and choose "Add Senders" to your address book.

Your email message will be automatically entered into your EarthLink address book.

If you have further need of assistance, visit EarthLink's support page [here](#)