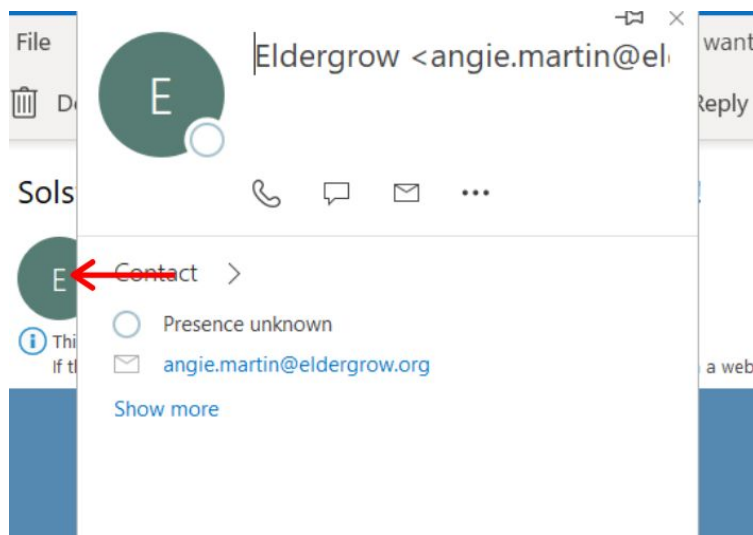


Get Eldergrow Into Your Inbox For Outlook, Gmail, & Apple Mail

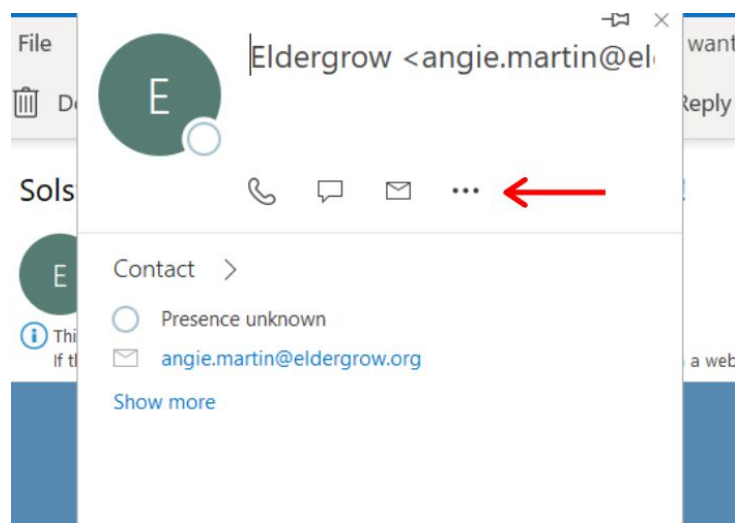
For Outlook Accounts

Add Eldergrow to your contacts list:

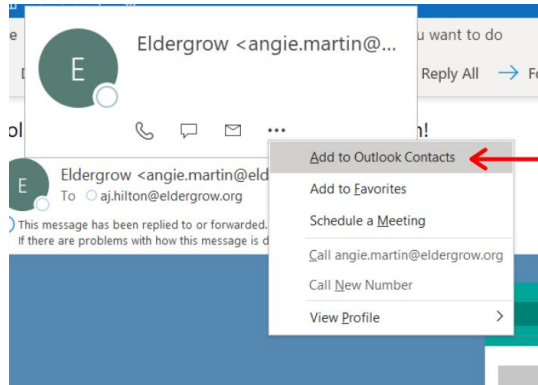
1. Open an Eldergrow email and click the round icon for the sender to bring up the pop-up for sender details:



2. Click the 3 dots in the pop-up:

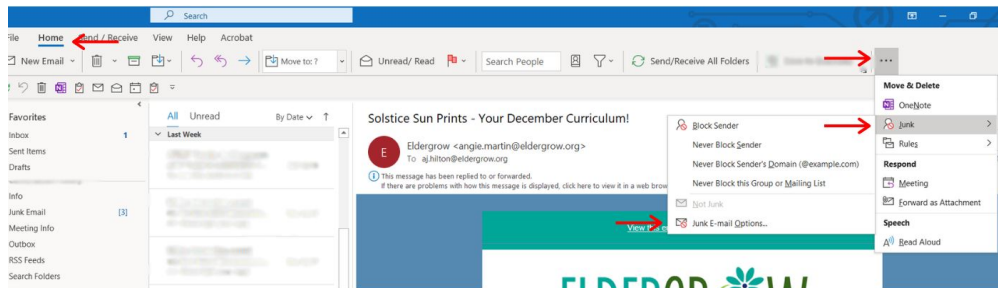


3. Click ADD TO CONTACTS

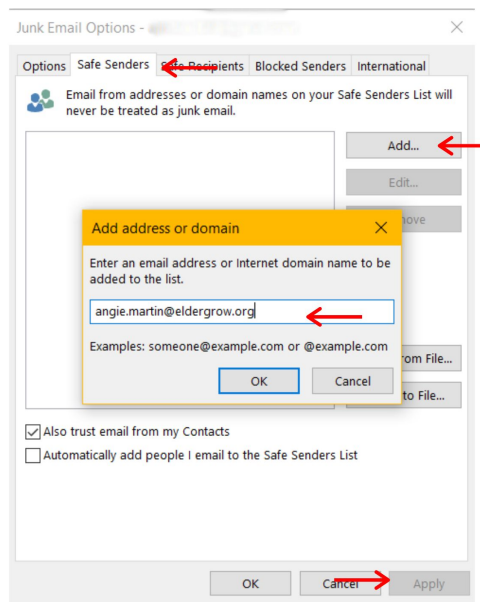


Once added to the contacts, add email to safe sender list to prevent any spam issues.

1. On the HOME tab, click the 3 dots in the right side of the tool bar and select JUNK and then JUNK EMAIL OPTIONS.



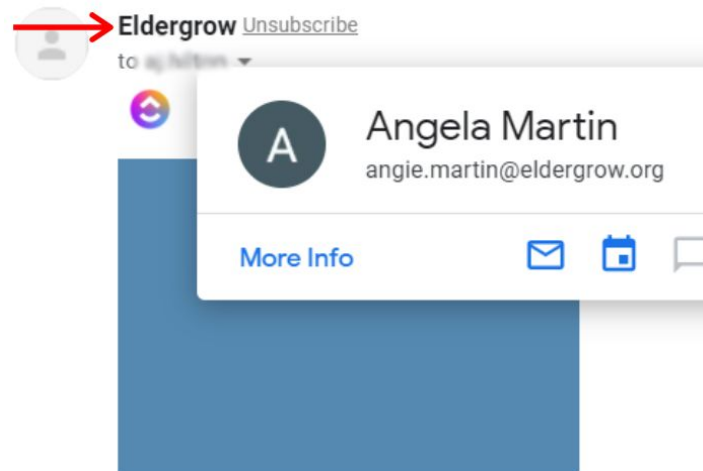
2. Click the tab SAFE SENDERS and then add the Eldergrow email address and click OK and then APPLY at the bottom of the window.



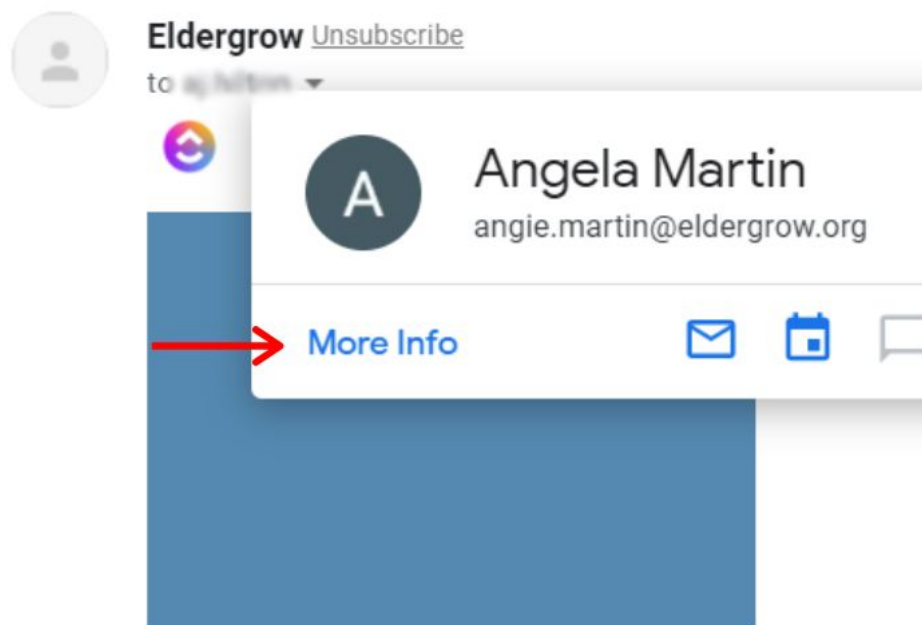
For Gmail Accounts

Add Eldergrow to your contacts list:

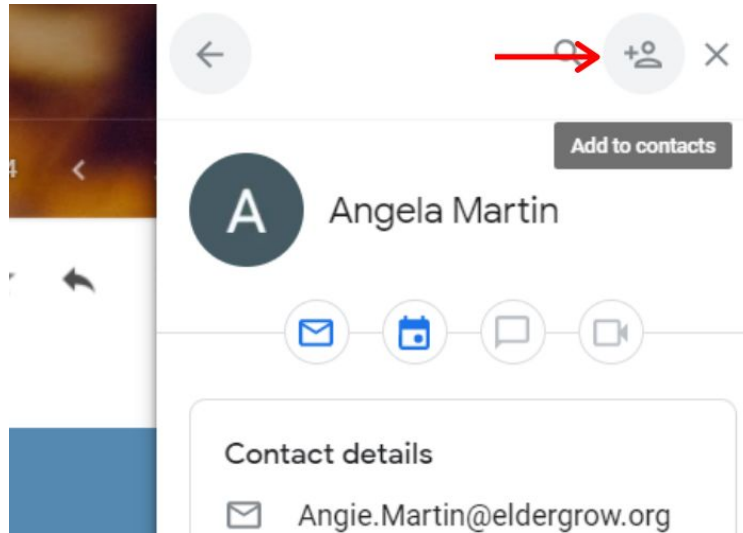
1. Open an Eldergrow email and click ELDERGROW located in the top left of the email.



2. Then click MORE INFO



3. A pop-up on the right side of the screen will appear. Click the icon ADD TO CONTACTS to add our email address to your contact list.

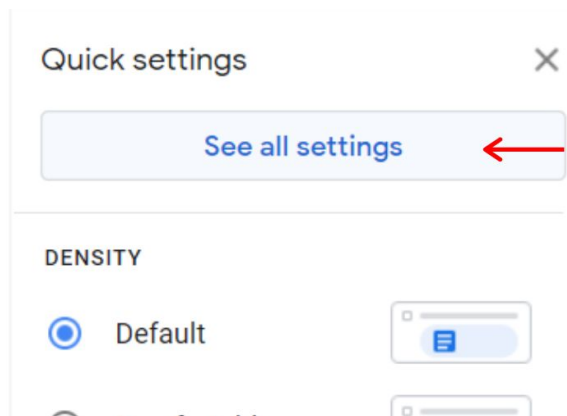


Once added to the contacts, add a filter to prevent any spam issues.

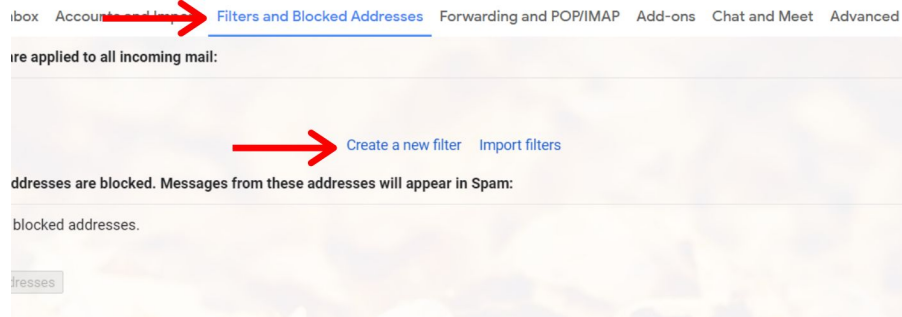
1. Click SETTINGS gear



2. Click SEE ALL SETTINGS



3. Go to FILTERS AND BLOCKED ADDRESSES and click CREATE A NEW FILTER.



4. In the FROM section, type the email address of the sender that you want to keep out of your Spam Folder and click CREATE FILTER.

5. Check NEVER SEND IT TO SPAM and ALSO APPLY FILTER TO MATCHING MESSAGES boxes and click CREATE FILTER again.

For Apple Mail

Add Eldergrow to your contacts list:

1. Open Apple Mail and then open an email from the sender.
2. Highlight the sender's name or email address at the top of the email by moving your cursor over it.
3. Select the arrow that appears at the end of the highlighted name or email address.
4. Select ADD TO CONTACTS from the drop-down menu to open the information in the Contacts application.
5. Enter any additional information for the contact and select DONE.

Once added to contacts, please follow these steps to prevent mail still going to spam:

1. Select MAIL > PREFERENCES from the menu in Apple Mail.
2. Select the JUNK MAIL tab.
3. Make sure ENABLE JUNK MAIL FILTERING is checked.
4. In the section labeled "The following types of messages are exempt from junk mail filtering", place a check mark in the box in front of SENDER OF MESSAGE IS IN MY CONTACTS.
5. Close the Preferences window.