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.

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Favorites Inbox Sent Items	1	All Unread By Date ~ ~ Last Week	î •	Solstice Sun Prints - Your December Curriculum!	& Block Sender	Rules >
Drafts		Constanting over		To aj hitton@eldergrow.org This message has been replied to or forwarded. If there are problems with own kensage i displayed, cick here to view it in a web brow Never Block this Group or Mailing List		Respond
Info Junk Email Meeting Info	[3]	A construction of the second		Ver	🖾 Not Junk 🐼 Junk E-mail Options	Eorward as Attachment
Outbox RSS Feeds Search Folders		Statistics and				A ⁽ⁱ⁾ Read Aloud

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				_
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2. Click SEE ALL SETTINGS



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

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		Create a new	filter Import filters			
ddres	ses are blocked. Messag	ges from these addresses will app	ear in Spam:			
block	ed addresses.					
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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.

From	angie.martin@eldergrow.org		
То			
Subject			
Has the words			
Doesn't have			
Size	greater than	•	MB
Has attach	ment 🔲 Don't include c	hats	
			Create filter

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

٩	from:(Angie.Martin@eldergrow.org)
÷	When a message is an exact match for your search criteria:
	Skip the Inbox (Archive it)
	Mark as read
	Star it
	Apply the label: Choose label •
	Forward it Add forwarding address
	Delete it
\checkmark	Never send it to Spam
	Send template: No templates -
	Always mark it as important
	Never mark it as important
	Categorize as: Choose category
\checkmark	Also apply filter to matching conversations.
Not	e: filter will not be applied to old conversations in Spam or Trash
0	Learn more Creat

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.