



How to Safelist Notification Emails from Your Coaching Matters

If you're not seeing emails from Donna.Stott@YourCoachingMatters.com or anyone else from Your Coaching Matters, this may help to safelist our emails with your email provider.

Gmail Safelist:

1. If you find an email from Donna.Stott@YourCoachingMatters.com in your Gmail spam folder, select the email and click the "Not Spam" button.
2. Open an email that you have received from Donna.Stott@YourCoachingMatters.com.
3. Click on the down arrow next to Reply.
4. Click add Donna.Stott@YourCoachingMatters.com to Contacts list.

Apple Mail / OSX Safelist:

1. If an email from Donna.Stott@YourCoachingMatters.com is in your junk folder, highlight or open it and click "Not Junk" at the top of your screen.
2. Go to Mail > Preferences.
3. Go to Mail > Preferences, then the Rules tab.
4. Select "Add Rule".
5. Give this rule a name such as "Email from Donna.Stott@YourCoachingMatters.com."
6. Create a rule that says, "If any of the following conditions are met: 'From' 'Contains'" and then paste in Donna.Stott@YourCoachingMatters.com.
7. From the actions, select Move message to mailbox Inbox.
8. Click "OK".

Hotmail Safelist:

1. Add Donna.Stott@YourCoachingMatters.com to your Safe List:
2. If you find an email from Donna.Stott@YourCoachingMatters.com in your Hotmail junk folder, open the email and click Not Junk.
3. Check to see if the Donna.Stott@YourCoachingMatters.com appears in the Blocked Senders list. If it does, select it and click on the Remove button.
4. Next, open your mailbox and click Options in the upper right corner.
5. At the top of the page, click on the Junk E-mail Protection link.
6. Click on Safe List near the bottom of the page.
7. Copy and paste Donna.Stott@YourCoachingMatters.com where it says Type an address or domain.
8. Click the Add button.

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Yahoo! Mail Safelist:

1. You must set up a filter, but first:
2. If you find an email from Donna.Stott@YourCoachingMatters.com in your Yahoo! bulk folder, open the email and click "Not Spam".
3. If you find an email from Donna.Stott@YourCoachingMatters.com in your Blocked Addresses list in Settings, select the email and click Remove Block.
4. To create the filter, follow these steps:
5. Open Yahoo! Mail and click on the gear icon. Select Settings in the upper right-hand corner.
6. Select Filters in the bottom left corner or select Filter Emails Like This.
7. On the Filters page, click Add.
8. Select the from header: rule and add "contains" and add [YourCoachingMatters.com](mailto:Donna.Stott@YourCoachingMatters.com).
9. Click the Choose Folder dropdown menu and select Inbox.
10. Pick the Add Filter button or save.

Microsoft Outlook Safelist:

1. Select "Settings", then "Options".
2. In the left pane, select "Junk Mail", then open your "Safe Senders" settings.
3. Under "Safe Senders and Domains", enter Donna.Stott@YourCoachingMatters.com and click "Add".
4. Select "Save".

AOL Webmail Safelist:

1. Add Donna.Stott@YourCoachingMatters.com to your AOL address book:
2. Search for an email from Donna.Stott@YourCoachingMatters.com in your Spam folder. If you find an email in the Spam folder, open it, and click the Not Spam button.
3. Click the Contacts link (or open your AOL Address Book).
4. Click the +New button.
5. In the New Contact window, enter Donna.Stott@YourCoachingMatters.com into the Primary E-Mail 1 field.
6. Click Another email and enter Donna.Stott@YourCoachingMatters.com into the E-Mail 2 address.
7. Click Create.

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CenturyLink Safelist:

1. On the main page, click Settings.
2. Select Internet > E-mail filtering.
3. Click Allow senders. The Allow senders settings page opens.
4. Choose one of the following actions.
 - a) Click Add. The Add sender/domain dialog box opens.
 - b) In the Address field, enter the e-mail address or domain name (taxcaddy.com) from which you want to allow e-mail messages. You can add a short description for the new address in the Description field.
 - c) Click OK. The new e-mail address is now shown on your allowed senders list.

Earthlink Email Safelist:

1. Click the Address Book button to open your address book in the browser.
2. Click the Add Contact button (if you use EarthLink 5.0 or higher, click the Add button).
3. Type in Donna.Stott@YourCoachingMatters.com into the email address slot and then click OK.

Comcast Email Safelist:

1. Sign into Webmail.
2. On the left navigation menu, click "Address Book".
3. Click "Add Contact".
4. Under the General tab, in the box under the Email Address, enter Donna.Stott@YourCoachingMatters.com.
5. Click the "Add" button.
6. **If you have enabled "Restrict Incoming Email", also do the following:**
7. Select Preferences.
8. Select Restrict Incoming Email. If Enable Email Controls is set to Yes, then you are restricting incoming emails.
9. Select Allow email from addresses listed below.
10. Enter Donna.Stott@YourCoachingMatters.com.
11. Click the Add button.
12. Repeat for Donna.Stott@YourCoachingMatters.com.



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Mozilla Thunderbird Safelist:

1. First, check your "Junk folder". If you find email from Donna.Stott@YourCoachingMatters.com, right-click on it and choose "Mark as not Junk".
2. Next, click the "Address Book" button.
3. Highlight the "Personal Address Book" (left column).
4. Click on "New Contact".
5. In the Contact tab, set email to Donna.Stott@YourCoachingMatters.com.
6. Set additional email to Donna.Stott@YourCoachingMatters.com.
7. Click "OK" and close the "Address Book".
8. From the main Thunderbird menu, choose Tools > Account Settings.
9. For each email account, expand the settings and choose Junk Settings from the expanded account settings.
10. Ensure Personal Address Book is checked under "Do not mark mail as junk if the sender is in".
11. Once you have done this for each email account, click "OK".

Verizon Email Safelist:

1. Go to your account and click on the Address Book link in the left column.
2. Select "Create Contact".
3. The "Add Address Book Entry" screen appears. In the email field, enter Donna.Stott@YourCoachingMatters.com.
4. In the nickname field, type @YourCoachingMatters.com.
5. Select Save.