



**The School
of St Jude**

Fighting poverty
through education



Whitelist your St Jude's emails

We hope you enjoy hearing from us just as much as we love to share news of our school with you. To make sure you receive emails from St Jude's, you can add our emails to your 'whitelist' to ensure they do not end up blocked by spam filters.

What is whitelisting?

Whitelisting is a quick, once-only task that requires the sender of an email to be added to the email client's "Address book" or "Safe senders list", usually by opening an email message and verifying that the sender is to be trusted.

Apple Mail (OS X and iOS devices)

If you use Mail on an Apple mac or iOS device, select the "From", or "Reply-to" button on an email message, and "Add to Contacts".

Outlook 20xx

When you open the email, you will be prompted to "Click here to download pictures...". Click this and select, "Add Sender to Safe Senders list":

Outlook.com

When you open the email message, you will see an alert that says, "Parts of this message have been blocked for your safety." Beneath this, click the link with, "I trust gemma.sisia@schoolofstjude.co.tz. Always show content":



Yahoo! Mail

When opening an email message, a "+" symbol should display next to "From": and the sender's name. Select this and an "Add to contacts" pop-up should appear. Select "Save":

Gmail (Webmail and mobile)

To receive messages in the "Primary" tab instead of "Promotions", or elsewhere, drag-and-drop the email message from beneath the tab it's currently filed under, to the "Primary" tab. A message alert will appear with, "This conversation has been moved to Primary. Do this for all future messages from gemma.sisia@schoolofstjude.co.tz?". Select "Yes".

Gmail on mobile devices doesn't provide a way to prioritise messages. However, touching "Show images", then "Always show images from Sender" will ensure that images always display in the inbox.

Android (Default client)

On Android devices, open the email message and touch the picture of the sender that displays before the message. Touch "Add to Contacts".

Windows Live Desktop

After opening an email message in Windows Live Desktop, an alert in the preview pane with, "Some images in this message are not shown." will display. Select the link, "Add to Safe Senders list".