Safe-Sender Guidelines

TheScientist

This document contains a list of popular email clients. Scan the page to find your client, then follow the directions below to add emails from The Scientist to your safe-sender list. This will help to ensure that our emails are delivered to your inbox.

Gmail



In the search box at the top, select the Show Search Options icon.



- 2. In the "From" section enter @the-scientist.com.
- 3. At the bottom of the search window, click **Create filter**.
- 4. Check the box beside **Never Send it to Spam**.
- 5. Click Create filter.

For more information, Click here.

Outlook 2010 and newer



On the Home tab, in the Delete section, click **Junk Icon**.



- 2. Click Junk E-mail Options.
- Click on the Safe Senders tab.
- 4. Click the **Add...** button.
- 5. Enter @the-scientist.com.
- 6. Click **OK** to finish.
- 7. Click **OK** to close the Junk Email Options.

For more information, Click here.

Yahoo



- Click **the Settings icon** in the top right corner of your screen.
- 2. Click More settings.
- 3. Click **Filters** from the left-hand menu.
- 4. Click Add new filters.
- 5. Name your filter.
- 6. In the Set rules section, select "From" and "Contains".
- In the **Type a filter value** section, enter **@the-scientist.com**. 7.
- In the area labelled "Choose a folder to move to", select Inbox
- Click Save.

For more information, Click here.

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Email Clients in this section will not allow you to add contacts to a safe sender list prior to receiving a message. In this case, you will need to locate your email in the Junk Mail folder and then follow the directions to mark it as safe.

1. Go to your Junk folder. Apple Mail Locate the email from The Scientist. (Mobile) Open the email the **click on the sender name** that appears next to the word From: 4. Click Create New Contact. 5. Click **Done** to save. 6. Click **Done** again to return to the email. Open Mail app. Mac Mail 2. Choose Mail > Preferences. 3. Go to **Junk Mail** from the menu list along the top of your screen. 4. Make sure Address Book, and Previous Recipients options are checked. 5. **Exit** the Preferences Window. Add @the-scientist.com to your Address Book.app 6. Put The Scientist in your address book. 1. Mozilla 2. Go to Tools > Account Settings > Junk Settings **Thunderbird** 3. **Select:** enable adaptive junk mail controls for this account 4. Under 'do not automatically mark mail as junk if the sender is in:' a. Select the address book b. Select "Move new junk messages to" If pop select: Junk folder on mail account name If IMAP select 'Other' and Junk / Spam folder on IMAP mail account. c. Click on **OK** to save changes. For more information, Click here. 1. Go to the **People tab. Outlook App** 2. Tap the + sign. for iOS and 3. Add The Scientist's contact information. **Android** For more information, Click here.