

Smart IT Services

Adding an email address to prevent it from going to spam.

Three easy ways to ways do correct this from happening.

- 1) **Send** the person 3 emails.
 - a) The **subject** and **body** do not matter.
 - b) This should **whitelist** the email address.
- 2) Add the email to the **Safe Senders** list
 - a) Open Webmail (mail.smart-mail.net)
 - b) **Login** with your email address and password
 - c) Click on **Settings** (second to last icon in the left bar)
 - d) Click on **Trusted Senders** under My Settings
 - e) Click **New** and add the email address
- 3) Add the **Contact** to Webmail
 - a) Open the webmail (mail.smart-mail.net)
 - b) **Login** with your email address and password
 - c) Click on **Contacts** (third icon in the left bar)
 - d) Click on **New** to add a new **Contact**
 - e) Enter their name and email

Any of the above three will prevent emails from a sender as being flagged spam by the Smart Mail Security Services.

<http://www.smart-it-services.com>

Support@smart-mail.net