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How to Add an Email Address to your Safe Senders' List

An increasing number of e-mail clients (Outlook, AOL, Hotmail, etc.) are including spam blockers that can affect delivery and display of some e-mail messages. This means that sometimes those desired e-mail communications might not reach you, or they might be displayed without images.

To ensure that you continue receiving your e-mail or your subscriptions, and that they display properly, we recommend adding the **email address** or **domain** to your list of safe senders. Here are some instructions to help you do that:

Instructions regarding email clients

Apple Mail

- Add the email address to your address book.
- In Training mode, emails will arrive in the INBOX highlighted in brown. In Automatic mode, junk emails will arrive in the Junk box. To add an email that arrived in the JUNK folder, highlight the email message.
- Choose Message > Mark > As Not Junk Mail

AOL

For AOL version 9.0: You can ensure that valued e-mail is delivered to your Inbox by adding the sending address to your "People I Know" list.

- Open your latest issue of *Brill's E-Newsletter*.
- Click the **Add Address** button (over on the right) to add that sender to your "People I Know" list.

Alternatively, you can simply send an e-mail to brillmktg@jangomail.com. Even if the e-mail you send doesn't get through (for whatever reason), the act of sending it does the job of putting the address into your "People I Know" list--and that's what counts. If you're using an earlier version of AOL, you'll need to set your Mail Controls instead. Here's how:

- Go to Keyword **Mail Controls**.
- Select the screen name *Brill's E-Newsletters* are coming to.
- Click **Customize Mail Controls For This Screen Name**.

For AOL version 8.0: Select **Allow email from all AOL members, email addresses and domains**.

- Click **Next** until the **Save** button shows up at the bottom.
- Click **Save**.



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For AOL version 7.0: In the section for "exclusion and inclusion parameters", **include** the domain of the "From" address (jangomail.com).

Yahoo

To ensure that *Brill's E-Newsletters* are delivered to your Yahoo Inbox (not the Bulk Mail folder), you can instruct Yahoo to filter it to your Inbox. Here's how:

- Open your Yahoo mailbox.
- Click **Mail Options**.
- Click **Filters**.
- Next, click **Add Filter**.
- In the top row, labeled **From header:**, make sure **contains** is selected in the pull-down menu.
- Click in the text box next to that pull-down menu, then enter the address brillmktg@jangomail.com.
- At the bottom, where it says **Move the message to**, select **Inbox** from the pull-down menu.
- Click the **Add Filter** button again.

Hotmail

If you're using Hotmail, you can ensure that *Brill's E-Newsletters* are delivered to your Inbox by adding the "From" address to your **Safe List**. Here's how:

- Log on and click the **Mail** tab to get into your mailbox.
- Click **Options** (it's over at the top right, next to **Help**).
- Click **Junk e-Mail Protection**.
- Select **Safe List**.
- In the space provided, enter the address brillmktg@jangomail.com.
- Click **Add**.
- When you see the address you entered in the Safe List box, click **OK**.

Alternatively, you can add the "From" address to your Contacts list:

- Open the most recent e-mail from Brill.
- Click the **Save Address** button. (It's over to the right in the line of options just above the e-mail.)
- Click **OK**.

Outlook 2003

If you're using Outlook 2003 for your e-mail, you can make sure *Brill's E-Newsletters* are delivered to your Inbox by letting Outlook know you consider it safe. There are a few ways you can do this:

- Open any e-mail from Brill, then add the sender (brillmktg@jangomail.com) or the sender's domain (jangomail.com) to your Safe List.

Or...

- Add the address brillmktg@jangomail.com to **Personal Contacts** in your Outlook Address Book.



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Or...

- Open any e-mail from Brill, then select **Mark as Not Junk**.

Earthlink

If you're using Earthlink, you can make sure *Brill's E-Newsletters* are delivered to your Inbox by adding the sending address to your Address Book. Here's how:

- Click on **Address Book** (it's over on the left, below your Folders).
- When your Address Book opens, click the **Add** button.
- On the Add Contact screen, find the **Internet Information** box.
- Enter the address brillmktg@jangomail.com into the top **Email** box.
- Click **Save**.

MSN

If you're using **MSN version 9** for your e-mail, you can make sure *Brill's E-Newsletters* are delivered to your Inbox by adding the sending address to your Safe List. Here's how:

- Click on **Settings: E-mail | Junk e-mail** (it's at the bottom left of the screen, just above **Calendar**).
- On the E-mail settings screen, click **Junk E-Mail Guard**.
- Select **Safe List**.
- In the space provided under "Add people to the safe list", enter the address brillmktg@jangomail.com.
- Click **Add**.

For **older versions of MSN**, you add our sending address to your Safe List like this:

- Click on **E-mail settings** (it's at the bottom left of the screen, just above **Calendar**).
- On the E-mail settings screen, click **Junk Mail**.
- Select **Safe List**.
- Click **Add an item to this list**.
- When the **Add To Safe List** box appears, enter the address brillmktg@jangomail.com.
- Click **Add**.

Verizon

If you're using Verizon for e-mail, you can ensure that *Brill's E-Newsletters* are delivered to your Inbox by adding the "From" address to your Safe List. Here's how:

- Go to your Verizon Inbox.
- Click **Options**.
- Select the **Block Senders** tab (near the top of the screen).
- On the Block Senders screen, you'll see both a "Block Sender List" and a "Safe List". In the space where it says, "Enter e-mail address or sub domain to always accept even if the domain is blocked", enter the address brillmktg@jangomail.com.

Gmail

If you're using Google's Gmail for e-mail, you can ensure that *Brill's E-Newsletters* are delivered to



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your Inbox by either adding the sending address to your Contacts list or by marking any incorrectly filed e-mail as "Not Spam". Here's how:

- Open the latest issue of the e-mail you want to whitelist.
- Click the **More Options** link. It's on the title line of the e-mail, over on the right, next to the date. (If you see "Hide Options" instead, then you already have the extra options visible and can just skip this step.)
- When the extra options are visible (just below the subject line), click the **Add sender to contacts list** link.

Alternatively, you can just send an e-mail to brillmktg@jangomail.com, and that will add the address to your Contacts list automatically.

Even if the e-mail you send doesn't get through (for whatever reason), the act of sending it does the job of putting the address into your Contacts list--and that's what counts.

If one of your *Brill E-Newsletters* has been filtered into the Spam folder, you can prevent that ever happening again:

- Click on the **Spam** link to open your Spam folder.
- Click on the wrongly filtered e-mail to open it.
- Click the **Not Spam** button at the top of the e-mail (right next to "Delete Forever").

Instructions regarding spamfilters

SpamCop

If you're using SpamCop to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the "From" address to your Whitelist. Here's how:

- Open your browser and go to this page: <http://webmail.spamcop.net/>
- Log into your SpamCop account.
- Click on the **Options** icon in the toolbar.
- Under *Mail Management* (in the middle), click **SpamCop Tools**.
- Select **Manage your personal whitelist**.
- Near the bottom, where it reads "Click here to add to your whitelist", click on **Click here**.
- Enter the address brillmktg@jangomail.com in the first empty slot.
- Click **Submit**.

SpamAssassin

If you're using Spam Assassin to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the "From" address to the Whitelist in your User Preferences. Here's how:

- Search your hard drive for the **spamassassin** folder, then open it.



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- In that folder should be a file named *user_prefs*. Open it with a text editor (Notepad, for example). If there is no such file, you can create it. The detailed instructions are at http://spamassassin.taint.org/doc/Mail_SpamAssassin_Conf.html.
- Make a new (blank) line in the file. On that line, enter **whitelist_from**, followed by the address brillmktg@jangomail.com
- Save the file and close it.

Spamkiller

If you're using McAfee's Spamkiller to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the "From" address to your list of Friends. Here's how:

- On the Spamkiller sidebar, click **Friends**.
- Click **Add**.
- Enter the address brillmktg@jangomail.com
- Click the **OK** button.

Mailblocks

If you're using Mailblocks to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the "From" address to your "Accept Mail From" list of addresses. Here's how:

- In Mailblocks, click the **Addresses** tab.
- Select **New**.
- Enter the address brillmktg@jangomail.com.
- In the *Receiving Options*, select **Accept Mail From This Address**.
- In the *Other Options*, make sure **Display in People Picker** is *not* selected.
- Click **Submit**.
- Click **OK**.

MailShield

If you're using MailShield to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the "From" address to your list of Friends. Here's how:

- On the MailShield toolbar, click **Friends**.
- Click **Add**.
- Enter the address brillmktg@jangomail.com.
- Click the **OK** button.

MailWasher

If you're using MailWasher to filter your incoming e-mail, you can exempt valued e-mail from the filtering process by adding the address brillmktg@jangomail.com to your list of Friends. Here's how:

- In MailWasher, select **Tools**.
- Select **Blacklist & Friends**.
- On the right-hand side is the "Friends" list. Click the Friends **Add** button.



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- Select **Plain email address**.
- Enter the address brillmktg@jangomail.com then click **OK**.
- Click **OK** again.

CleanMyMailbox

If you're using CleanMyMailbox to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding our "From" address to your Whitelist. Here's how:

- Click the **Whitelist** button.
- Add to the list the address brillmktg@jangomail.com.
- Click the **Submit List** button.

Oddpost

If you're using Oddpost to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by marking it as "Not Spam"--but only if it has been incorrectly identified as spam in the first place. Here's what to do:

- Find any e-mail from Brill that's in your **Probably Spam** folder.
- Click on that e-mail to select it.
- Click the **Move to Inbox and Mark as Not Spam** button.

Spam Inspector

If you're using Spam Inspector to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process. Here's how:

- Open Outlook.
- On the Spam Inspector menu or toolbar, find and select **Manage Friends List**.
- In the *Add a New Friend* area, select **E-mail**.
- Enter the address brillmktg@jangomail.com.
- Click the >> (add) button.
- Click **Close**.

Spam Interceptor

If you're using Spam Interceptor to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process. by adding the address brillmktg@jangomail.com to your list of Trusted senders. Here's how:

- Open Spam Interceptor and select **Authentication Lists**.
- Click **Trusted**.
- Enter the address brillmktg@jangomail.com.
- Click **Add**.

Spam Sleuth

If you're using Spam Sleuth to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the address brillmktg@jangomail.com to your list of Friends. Here's how:



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- Open Spam Sleuth.
- From the **File** menu, select **Configure**.
- In the *Friends* category, make sure **Active** is selected.
- In the space provided for the list, make a new (blank) line and on it enter the address brillmktg@jangomail.com.
- Click **OK**.

SpamButcher

If you're using Spam Butcher to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the address brillmktg@jangomail.com to your Know Senders list. Here's how:

- Open Spam Butcher and click the **Configure** button.
- Select the **Known Senders** tab.
- Under *Known Good Senders and Recipients*, click **Add**.
- Enter the address brillmktg@jangomail.com and click **OK**.
- Click **OK**.

Spameater

If you're using Spameater to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the address brillmktg@jangomail.com to your list of Approved Senders. Here's how:

- On the Spameater sidebar, click **Filters**.
- Select the **Approved Senders** tab.
- Click **Add Filter**.
- In the *Address* space, enter the address brillmktg@jangomail.com.
- For *Address Type*, select **Full Email Address**.
- Click **OK**.

SpamNet

If you're using Cloudmark's SpamNet to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the address brillmktg@jangomail.com to your Whitelist. Here's how:

- Open your Outlook Inbox.
- On the *Cloudmark SpamNet* toolbar, click **Options**.
- Click **Advanced**.
- Select the **Whitelist** tab.
- Click the **Add** button.
- Enter the address brillmktg@jangomail.com and click the **OK** button.
- Click **OK** again, then **Yes**, then **OK** one last time.

SpamPal

If you're using SpamPal to filter your incoming e-mail, you can exempt *Brill's E-Newsletters* from the filtering process by adding the address brillmktg@jangomail.com to your Whitelist. Here's how:



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- When SpamPal is running, find the **SpamPal** icon in your Windows system tray and right-click on it.
- Select **Add to Whitelist** .
- Enter the address brillmktg@jangomail.com
- Click **Add** .

Others

Many popular e-mail programs, including older versions of **Outlook**, **Outlook Express**, **Eudora**, and **Netscape Mail**, don't provide a convenient way for you to white-list the contacts you want to receive e-mail from. If you're using this sort of e-mail system and you either aren't getting e-mail you value or want to make sure you continue to receive it in the future, you *can* do something about it.

Contact the customer service people or the postmaster at the company that provides your e-mail or Internet connection (your Internet Service Provider, ISP). Explain to them what subscriptions are e-mail that you asked for (or *paid* for) and value. Ask them if they can white-list the sender. (Unfortunately, some e-mail systems don't allow whitelisting.) If they do white-list, they'll probably ask you for some information about the publisher. Here's what to tell them:

- **Sending Address:** If your ISP asks for the "sender" or "from" address, give them the address brillmktg@jangomail.com
- **Domain:** If your ISP needs to know the domain Brill is mailing from, try forwarding them one of our e-mails. The domain is in the "header" of every e-mail. If that doesn't work, please contact Brill at marketing@brill.com. There might be more than one domain, especially if you have multiple subscriptions.

IP Address: If your ISP asks for the sending IP address, try forwarding them one of our e-mails. The "originating IP" is in the "header" of every e-mail. If that doesn't work, please contact us format marketing@brill.com.