

GSHRM Membership Committee Assistant(s): Numerous members' email systems are blocking emails from GSHRM; therefore they are not receiving renewal notices, membership welcome letters, meeting notices, newsletters, etc.

Please ask your IT contact to "whitelist" the following 3 email addresses. Also please add these addresses to your Contacts and mark any that come to your SPAM file as "Not SPAM." Thank you!

greenilleshrm@wildapricot.org

admin@together4hr.org

greenillehr@gmail.com

Whitelist instructions at <https://gethelp.wildapricot.com/en/articles/63>

Wild Apricot

Email whitelists

Many email clients use spam blockers to automatically reroute unwanted emails to a Junk or Spam folder. Unfortunately, many legitimate messages end up being flagged as junk or spam. To ensure that messages from you to your contacts or members end up in their inboxes, you should encourage them to add your email address to their safe senders list aka whitelist.

For instructions on adding email addresses to whitelists on different email clients, follow the appropriate instructions below.

AOL 9

1. Add the email address to your address book.

AOL 8

1. Open a message from the sender you want to add.
2. Click the **Add Address** icon on the right.
3. Verify that the information displayed is correct.
4. Click **Save**.

Apple Mail

1. Open a message from the sender you want to add.
2. Click the Flag icon and select **Mark as Not Junk**.

Earthlink

1. Go to your address book.
2. Click the **Add** button.
3. Enter the email address under **Internet Information**.

Gmail

1. Open a message from the sender you want to add.
2. Click **More Options** in the email header.
3. Click **Add Sender to Contact List**.

MSN Hotmail

1. Go to the **Options** page.
2. On the left side of the page, click **Mail** and then click **Junk E-Mail Protection**.
3. Click **Add Senders to Safe List**.
4. Enter the email address of the sender and then click **Add**.

Outlook 2010

1. On the Home tab, in the Delete group, click **Junk**, and then click **Junk E-mail Options**.
2. On the Safe Senders tab, select the **automatically add people I e-mail to the Safe Senders List** check box.

Outlook 2007, Outlook 2003, or Outlook Express

1. Go to Tools on the menu bar.
2. Select **Options** in the pull-down menu.
3. Under **Preferences**, select **Junk E-mail**.
4. Click on the **Safe Sender** tab.
5. Click the **Add** button.
6. Type the email address of the sender in the text box.

Yahoo! Mail

1. Within your Spam folder, select a message from the sender you want to add, then click the **Not Spam** option.