

## White List Instructions

A white list is simply an "approved senders" list of email addresses or domains you want to receive emails from. By adding our email address ([bkct47@gmail.com](mailto:bkct47@gmail.com)) to this list, you are instructing your email system not to filter mail from us, ensuring that our District 2-X1 Emails are delivered directly to your inbox.

It takes only a minute, and to help you with the process, we've compiled a list of step-by-step instructions for the largest email providers. If after adding us to your address book, you still do not receive our emails, look for them in your spam folder, junk folder or bulk folder. If it's there, please open the message and mark it "Not Spam" or "Not Junk" to prevent future emails from being misdirected.

## Aol Mail.

- **WebMail**

1. Open the email.
2. Click on [bkct47@gmail.com](mailto:bkct47@gmail.com).
3. Click "Add Contact" in the window that appears.
4. Enter any additional information.
5. Click **Add Contact**.

- **AOL (version 9.0 or higher)**

1. Copy [bkct47@gmail.com](mailto:bkct47@gmail.com) from our latest email.
2. In the pop-up box, select **Add**.
3. Paste [bkct47@gmail.com](mailto:bkct47@gmail.com) in the **Other** email field.
4. Make the address the "Primary email address" by checking the checkbox.
5. Select **Save**.

## YAHOO! MAIL

1. Open your mailbox and click on **Options** in the upper right hand corner.
2. Click the address book icon under the Yahoo! Mail logo. When you roll your mouse over it, it will say **Contacts**.
3. Click "**New Contact**".
4. Enter **bket47@gmail.com**
5. Click **Save**.

## Gmail

1. Open your Contacts list by clicking **Gmail** in the top-left corner of your Gmail page, then choose **Contacts**. (If you are a Google Apps user, click **Mail** and then **Contacts**. Contacts are also available at [www.google.com/contacts](http://www.google.com/contacts).)
2. Click the **New Contact** button in the top-left corner.
3. In the field labeled "Name" enter: **District 2-X1**
4. In the field labeled "Email" enter: **bket47@gmail.com**
5. Any information you add will save automatically.

Note: District 2-X1 emails may be delivered to your Promotions tab. To move it to the front of your inbox, select our email and drag and drop it into the Primary tab. Another way to do this is to right-click our message while viewing your inbox. After moving our email, a message above your inbox will ask if you want to undo that action or move all future messages from **bket47@gmail.com** to your Primary inbox. Click 'Yes' to confirm the change.



1. Open your Outlook mailbox.
2. Select Options from the top right (next to the question mark).
3. Select **More options** > **Safe and blocked senders** (under Preventing junk email) > **Safe senders**.
4. In the space provided, enter **bket47@gmail.com**.
5. Select **Add to list**.
6. Ensure the safe mailing lists box has the address you entered, and select **OK**.



1. From your mailbox screen click on **Address Book**.
2. Click the **Add** button.
3. Into the field provided enter: **bket47@gmail.com**
4. Click the **Save** button.

**All other Email providers:**

White listing instructions vary, so if your email provider is not in the list above, you may need to contact them directly for instructions. However, in most cases, adding our email address (**bket47@gmail.com**) to your address book, contact list or safe senders list is sufficient.