

## Add Australasian Sleep Association as a safe sender

Due to organisational firewalls, emails from [communications@sleep.org.au](mailto:communications@sleep.org.au); [admin@sleep.org.au](mailto:admin@sleep.org.au) and [conference@sleep.org.au](mailto:conference@sleep.org.au) are often sent to spam folders or blocked.

To help increase the chance of emails reaching you and not your spam folder, please add the following email addresses as a 'safe sender' to your email account:

[communications@sleep.org.au](mailto:communications@sleep.org.au); [admin@sleep.org.au](mailto:admin@sleep.org.au); [conference@sleep.org.au](mailto:conference@sleep.org.au)

See instructions below on how to add someone as a safe sender in [Outlook](#), [Gmail](#), [Yahoo](#) or [Apple](#) mail.

### Outlook

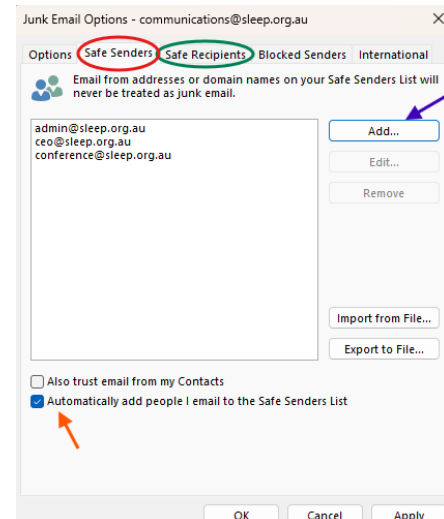
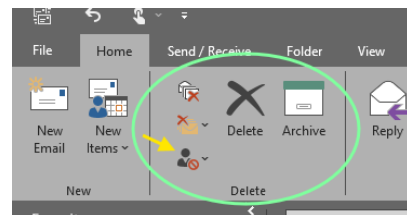
#### Add recipients to safe senders list in classic Outlook

Are we in your contacts list? Outlook will usually deliver emails that appear in your contact list.

- Sign in to your Outlook account
- Add the email address to your contacts e.g. [communications@sleep.org.au](mailto:communications@sleep.org.au)

Add the email address to your safe senders list

- On the Home tab, in the Delete group, select Block Sender (or it might say Junk), and then select Junk E-mail Options
- On the 'safe senders' tab, add email addresses e.g. [admin@sleep.org.au](mailto:admin@sleep.org.au)
- Check the 'Automatically add people I e-mail to the Safe Senders List' box.
- Click 'Apply'
- On the 'safe recipients' tab, add email addresses e.g. [conference@sleep.org.au](mailto:conference@sleep.org.au)
- Click 'Apply'
- Click 'OK'



### Gmail

#### Whitelist an Email in Gmail (Desktop Version)

Log into your Gmail account:

- Click the gear icon in the upper-right corner and select 'see all settings' from the drop-down
- Go to the 'filters and blocked addresses' tab to view your current filters and blocked



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addresses

- Click 'create a new filter' and add the email address you want to whitelist in the 'from' field e.g. [admin@sleep.org.au](mailto:admin@sleep.org.au)
- Select 'never send to spam'
- Click 'create filter'

**Note:** *If you need to whitelist multiple email addresses, create a filter for each address separate multiple emails by commas in the 'from' field when creating the filter.*

### Whitelist an email in the Gmail app (iOS & Android)

Open your Gmail app:

- Open the spam folder and find the email you want to whitelist
- At the top of the message, click the gray 'report as not spam' button or you can tap the three dots in the upper right corner of the email and select the same option

### Yahoo

#### Whitelist an email in Yahoo

Log in to your Yahoo account:

- Go to 'settings' on the right side of your screen
- Select 'more settings' from the dropdown menu
- Click on 'filters'
- Select 'add new filter'
- Add the email you want to whitelist e.g. [conference@sleep.org.au](mailto:conference@sleep.org.au)
- Click 'save'

### Apple

#### Whitelist an email in Apple mail

Add the email address to your safe senders list:

- Open Apple mail on your Mac
- Find the email from the sender you want to whitelist
- Right-click the email and select 'add to contacts'

**Note:** *If the email is in the Junk folder, open the email and click on 'not junk' at the top of the message. This will move the email to your inbox, then follow the above steps.*