**Preventing VAA Wild Apricot emails from going to your Junk folder**

The programs that manage your emails on your computer, phone or tablet can sometimes send legitimate emails to your Junk folder. Of course, you can open your Junk folder and access them from there. But it more convenient to stop that from happening in the first place.

How to do this depends on the email program that you use.

Here are instructions for some of the commonly used email programs.

**Apple Mail**

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

**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**

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

The above instructions were copied from
https://gethelp.wildapricot.com/en/articles/63

## BigPond Webmail accessed from a browser

1. In the Mail tab, click on "Safe senders".
2. Where indicated, enter the email address that you do not want blocked. The VAA Wild Apricot email address is VAA@wildapricot.org

## Other email Programs

Other email programs should have instructions to prevent particular from going to their Junk folders. Sometimes this process is called white listing.

### Addendum

Wild Apricot has some helpful advice about **preventing your emails from going to your recipient's Junk folder**. Go to
https://gethelp.wildapricot.com/en/articles/1596-best-practices-for-composing-emails