

To approve all email from DWM the following domains need to be add to your approved senders list:

[@dwmgmt.com](mailto:@dwmgmt.com)

[dwmgmt.onmicrosoft.com](mailto:dwmgmt.onmicrosoft.com)

## **AOL**

- WebMail
  1. Open the email.
  2. Click on the sender's name and email address.
  3. Click "Add to Address Book" in the window that appears.
  4. Enter any additional information.
  5. Click Save.
- AOL (version 9.0 or higher)
  1. Copy the "from" address from the latest email (or you can copy the addresses listed above).
  2. In the pop-up box, select Add.
  3. Paste the copied address/type the address required in the Other email field.
  4. Make the newly added address the "Primary email address" by checking the checkbox.
  5. Select Save.
- AOL 8.0
  1. Select Mail in the Menu on the top of the screen.
  2. Select Mail Controls.
  3. The Mail Control Screen would be displayed. Select Next.
  4. Select Customize Mail Controls for this Screen Name and click Next.
  5. You can select "Allow email from all AOL members, email addresses and domains" (allows all emails).
  6. Select Next until the Save button shows up at the bottom.
  7. Select Save.
- AOL 7.0
  1. Select Mail in the Menu on the top of the screen.
  2. Select Mail Controls.
  3. The Mail Control Screen would be displayed. Select Next.
  4. Select Customize Mail Controls for this Screen Name and click Next.
  5. In the exclusion and inclusion parameters, include the domain xxxxx.com (replace the xxxxx with the domain name).

## **Gmail**

1. Select gear icon from the options on the right side of the Gmail Inbox.
2. Select Settings in the menu.
3. Select Filters on the top Navigation Bar.
4. Select create a new filter

5. In the From field enter exactly this: [@dwmgmt.com](mailto:@dwmgmt.com), [dwmgmt.onmicrosoft.com](mailto:dwmgmt.onmicrosoft.com) and select create filter with this search on the bottom right of that window
6. Check the box labeled Never send it to Spam and hit create filter.

## Outlook

- 2003, 2007 and Express

Without an example email address in your inbox:

1. Select Actions from the toolbar at the top of the screen.
2. Select Junk E-mail.
3. Select Junk E-mail Options...
4. Click the Safe Sender tab.
5. Click Add.
6. Type in the email address you wish to add to your safe sender list.
7. Click OK.

With an example email in your inbox:

1. Open the email.
2. In the Toolbar options at the top, click the Safe Lists drop-down.  
Note: This is located in the "Junk Email" section
3. Select "Add sender to Address book".
4. Click OK.

To white list an entire domain:

1. Open the email.
2. In the Toolbar options at the top, click the Safe Lists drop-down.  
Note: This is located in the "Junk Email" section
3. Select "Add Sender's Domain (@example.com) to Safe Senders List.
4. Click OK.

- 2010

1. In Outlook, go to the Home tab.
2. Click the Junk button.
3. Choose "Junk E-Mail Options" from the drop-down list.
4. Go to the Safe Senders tab.
5. Type in either the email address or the domain name you wish to add.
6. Click OK.

- Express

1. In Outlook, go to the Tools menu.
2. Select "Address Book".
3. Click New and select New Contact from the drop-down menu.
4. Type in email address and include any details you want.
5. Click OK.

### **Outlook.com (Formerly Hotmail)**

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 the address.  
Example: You can either enter a specific email address or use \*xxxxx.com or @xxxxx.com to whitelist the domain (replace the xxxxx with the domain name).
5. Select Add to list.
6. Ensure the safe mailing lists box has the address you entered, and select OK.

### **Yahoo**

In Yahoo Mail, your contacts list is your whitelist. To add the From Address to your Yahoo Contacts:

1. Open your Yahoo mailbox.
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. Fill in the fields of your Contact.
5. Click Save.