

Safe Sender instructions

Addresses

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- Yahoo
- AOL Webmail
- Thunderbird
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- Apple Mail

Domains

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Hotmail

To add our address to your Hotmail safe senders list, please follow the instructions below:

Click on the 'Mark as safe' link

The 'mark as safe' link should appear at the top of the email, above the subject line.



Gmail

To add our address to your Gmail contacts list, please follow the instructions below:

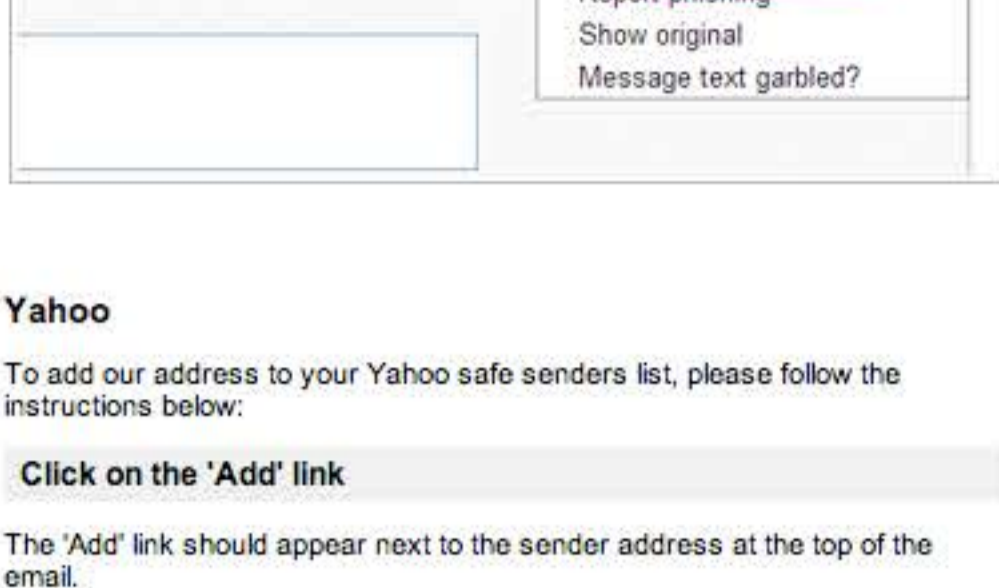
Click on the arrow at the top right

Click the small arrow to the right of the 'reply' button.



Click 'Add <name> to Contacts list'

Select the menu item to add our address to your contacts list.

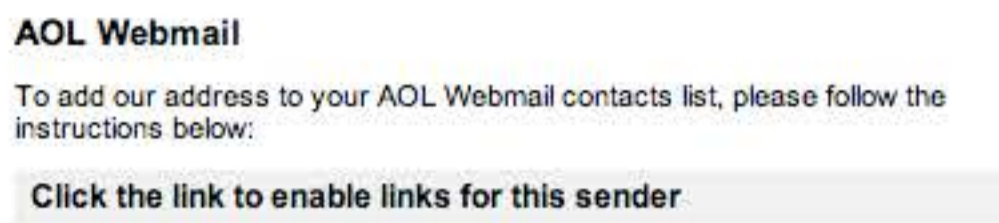


Yahoo

To add our address to your Yahoo safe senders list, please follow the instructions below:

Click on the 'Add' link

The 'Add' link should appear next to the sender address at the top of the email.

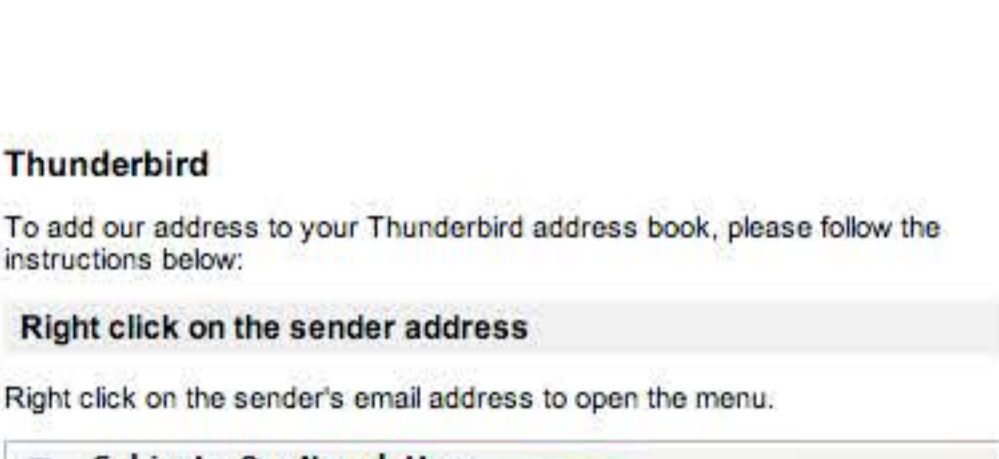


AOL Webmail

To add our address to your AOL Webmail contacts list, please follow the instructions below:

Click the link to enable links for this sender

Click the 'always for this sender' link.



Thunderbird

To add our address to your Thunderbird address book, please follow the instructions below:

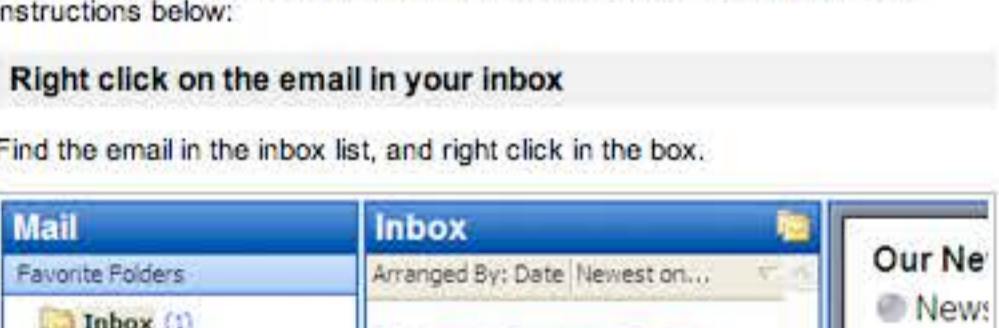
Right click on the sender address

Right click on the sender's email address to open the menu.



Select 'add to address book'

Select the 'add to address book' option to add the contact to your address book.



Outlook

To add our address to your Outlook safe senders list, please follow the instructions below:

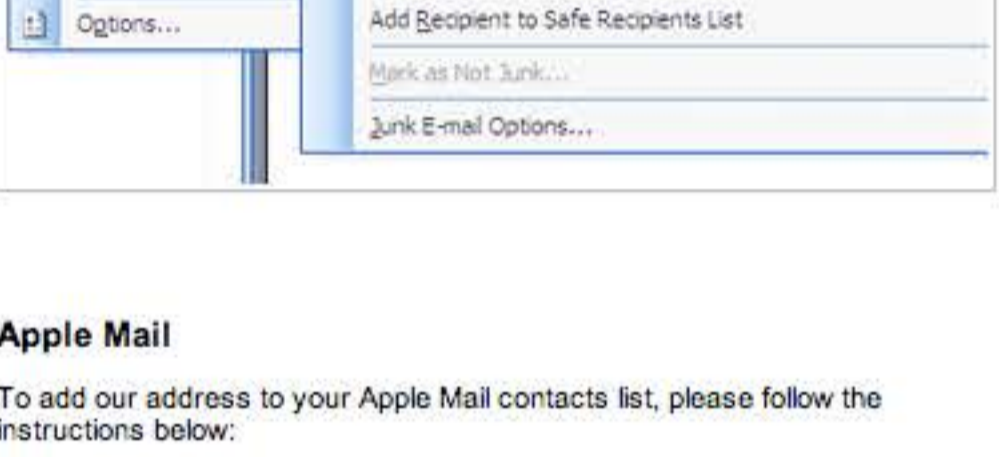
Right click on the email in your inbox

Find the email in the inbox list, and right click in the box.



Select 'Junk E-mail'

In the menu that appears, select the 'Junk E-mail' menu.



Click 'Add sender to safe list'

Clicking the 'Add sender to safe list' option in the 'Junk E-mail' submenu will add our address to your safelist.

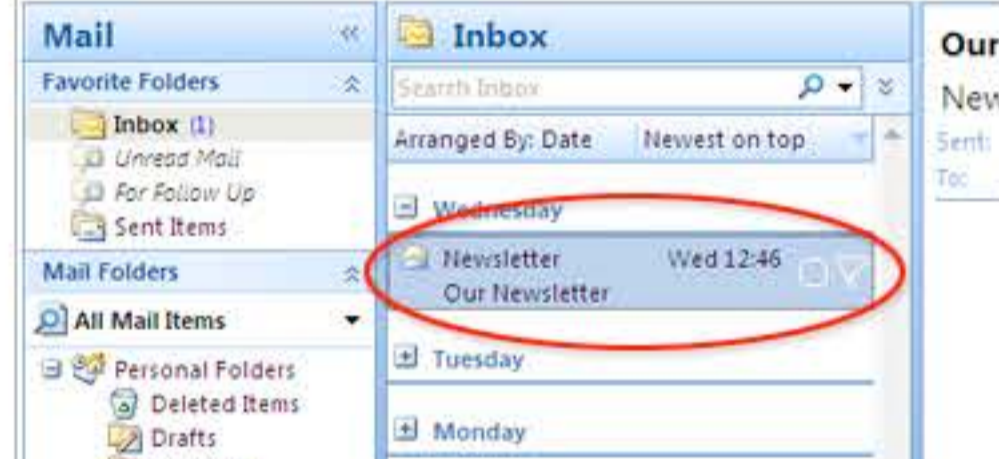


Apple Mail

To add our address to your Apple Mail contacts list, please follow the instructions below:

Click on the sender address

Clicking on the sender's address at the top of the email will open a menu of actions you can perform.



Click 'Add to address book'

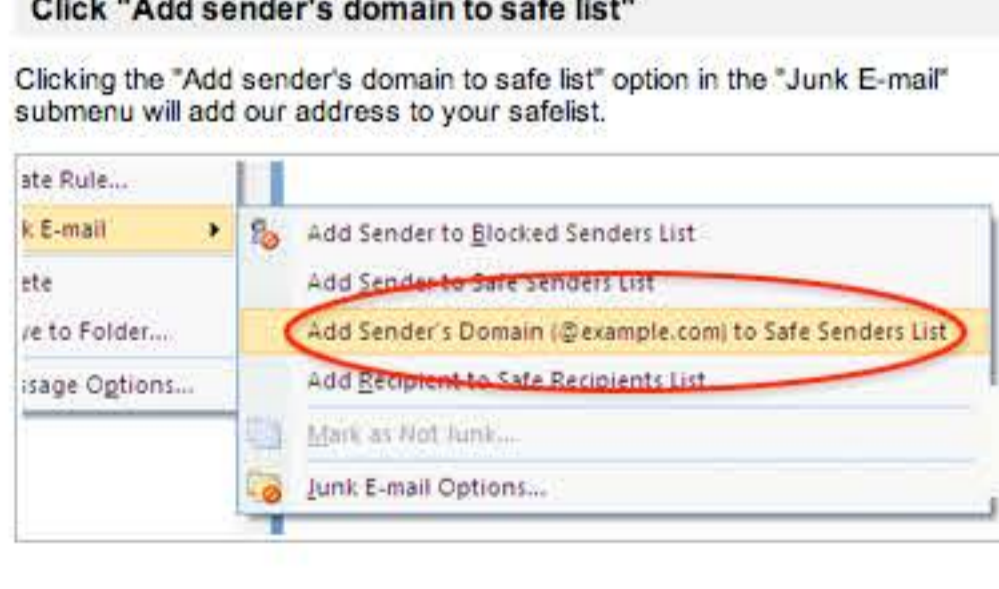
Clicking 'add to address book' will record the address in your address book.

Outlook

To add our domain to your Outlook safe senders list, please follow the instructions below:

Right click on the email in your inbox

Find the email in the inbox list, and right click in the box.



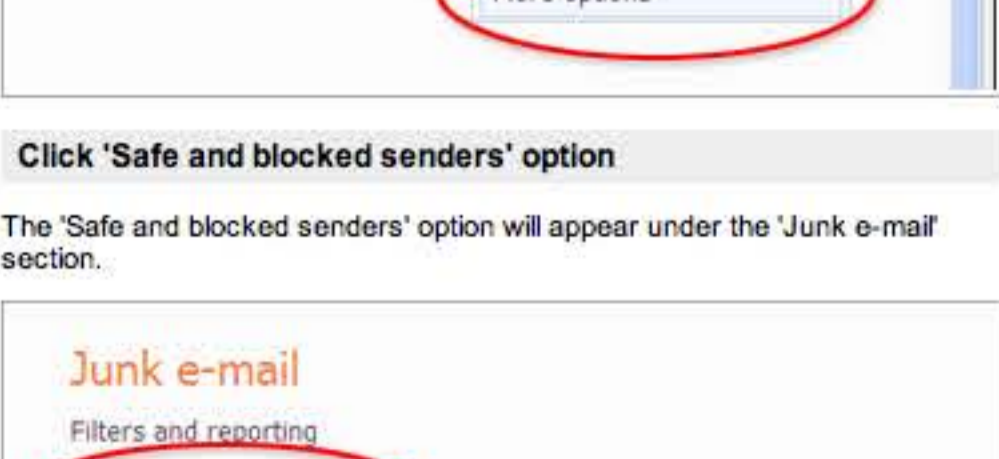
Select "Junk E-mail"

In the menu that appears, select the "Junk E-mail" menu.



Click "Add sender's domain to safe list"

Clicking the "Add sender's domain to safe list" option in the "Junk E-mail" submenu will add our address to your safelist.

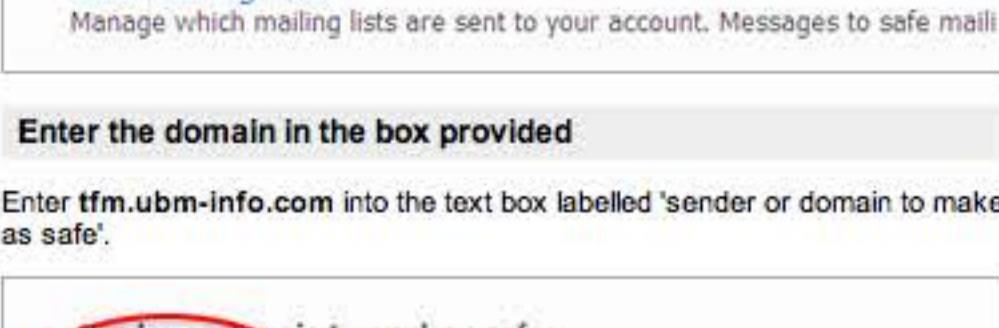


Hotmail

To add our domain to your Hotmail safe senders list, please follow the instructions below:

Click the 'Options' button

The 'Options' button on the top right hand side of the page will open a menu of further actions.



Click the 'More Options' item

The 'More Options' item will appear at the bottom of the options menu.



Click 'Safe and blocked senders' option

The 'Safe and blocked senders' option will appear under the 'Junk e-mail' section.



Click 'Safe senders'

The 'Safe senders' option appears in the 'Safe and blocked senders' section.

Enter the domain in the box provided

Enter **tfm.ubm-info.com** into the text box labelled 'sender or domain to make as safe'.

Click 'Add to list'

Clicking 'Add to list' will then add the domain to your list of safe senders.

