

# SAFE SENDER INSTRUCTIONS

Please be sure to add our email address (newsletters@cnsmedia.com) to your safe senders list to receive our newsletters. Here's how:

## Outlook

- 1. Click "Actions", then click "Junk E-mail", and then click "Junk E-mail Options".
- 2. Click the "Safe Senders" tab.
- 3. Click "Add" and type "newsletters@cnsmedia.com".
- 4. Click "OK" and then click "Apply".

## Gmail

1. Drag and drop an email from the current tab to "Primary" tab.

2. Once done, a message alert will appear with, "This conversation has been moved to Primary. Do this for all future messages from newsletters@cnsmedia.com?". Select "Yes".

## Yahoo!

1. When opening an email message, a "+" symbol should display next to "From" and the sender's name. Select this and then "Add to contacts" pop-up should appear. 2. Select "Save".

## Hotmail

- 1. Click "Options" and then "More options".
- 2. Under "Preventing junk email", click "Safe and blocked senders".
- 3. Click "Safe senders".
- 4. Type "newsletters@cnsmedia.com" and click "Add to list".