

## **Hotmail**

Click "Options" at the upper-right corner and then "More options".  
Click on "Safe and blocked senders" located under "Preventing Junk Email".  
Click on "Safe Senders".  
Type afcm.com.au at the text box and hit "Add to list".  
Our email address will be added to your "Safe senders and domain" list.

## **Gmail**

Open any message sent from afcm.com.au.  
Click on the arrow located at the upper-right corner next to the "Reply" button.  
Click on "Add afcm.com.au to contact list".  
You will see a confirmation message in yellow at the top of the page.

## **Yahoo**

Open any message sent from afcm.com.au  
Locate our email address, info@afcm.com.au (afcm.com.au), at the header of the message.  
Click on "Add to contact list" located at the right of our email address.  
A box will appear asking you to fill additional data. You can leave the name fields blank.  
Hit "Save".  
A confirmation message will appear stating "Contact was added".

## **Outlook 2003 & 2007**

On the "Tools" menu, click "Options".  
On the "Preferences" tab, under "E-mail", click "Junk E-mail".  
Click the "Safe Senders" tab.  
Click "Add".  
In the "Enter an e-mail address or Internet domain name to be added to the list" box, type afcm.com.au  
Click "OK".

## **Outlook 2010**

On the "Home" tab, in the "Delete" group, click "Junk", and then click "Junk E-mail Options".  
Click the "Safe Senders" tab.  
Click "Add".  
In the "Enter an e-mail address or Internet domain name to be added to the list" box, type afcm.com.au  
Click "OK".

## **Outlook Express**

Go to "Tools" on the menu bar. Select "Options" in the dropdown menu.  
Under "Preferences", select "Junk E-mail". Then click on the "Safe Sender" tab.  
Click the "Add" button.  
Type info@afcm.com.au in the text box.

## **BigPond**

There are two solutions

Option 1 - If you have an email from us in your inbox already.  
Open any email you have received from [afcm.com.au](mailto:afcm.com.au)  
Click the Forward button and forward this message  
to [bigpondwhitelistrequest@online.telstra.com.au](mailto:bigpondwhitelistrequest@online.telstra.com.au)  
In the body of the email tell BigPond that you have subscribed to the  
[afcm.com.au](mailto:afcm.com.au) email offers service and  
you would like our email [info@afcm.com.au](mailto:info@afcm.com.au) added to your whitelist.

Option 2 - If you do not have an email from us in your inbox already.  
Send an email to [bigpondwhitelistrequest@online.telstra.com.au](mailto:bigpondwhitelistrequest@online.telstra.com.au)  
In the body of the email tell BigPond:  
a) Your BigPond email address.  
b) You have subscribed to the [afcm.com.au](mailto:afcm.com.au) email offers service  
c) You would like to add [info@afcm.com.au](mailto:info@afcm.com.au) to your whitelist as you have  
subscribed to [Afcm.com.au](mailto:Afcm.com.au)

### **Apple Mail**

Add [info@afcm.com.au](mailto:info@afcm.com.au) to your address book.  
To add an email that arrived in the Junk folder, highlight the email message.  
Choose Message > Mark > As Not Junk Mail