

How To Add [Info@Vacert.Org](mailto:info@vacert.org) To Your Safe Sender List

All Vascular Access Certification Corporation communications occur through e-mail. It is imperative that you make info@vacert.org a friendly sender e-mail address.

Please ensure that our system notification e-mails are not being blocked by your Institute's mailbox server or by your personal mail box settings.

Due to institution firewalls personal e-mails are **preferred**

We recommend that in order to successfully receive communications from VACC that you add the info@vacert.org to your **Safe Senders** or **Safe Recipients** list.

How to add the info@vacert.org to your safe list:

Outlook:

- From your inbox, select Actions, then select Junk E-mail, and click on Junk E-mail Options Address Book.
- Click the Safe Senders tab.
- Type in or cut and paste info@vacert.org into the block

AOL:

- Click the **Mail** menu and select Address Book.
- Wait for the **Address Book** window to pop up, then click the **Add** button.
- Wait for the **Address Card for New Contact** window to load.
- Add the domain into the **Other E-Mail** field.
- Make this the **Primary E-Mail** address by checking the associated check box.
- Click the **Save** button.

Hotmail:

- Open your mailbox and click **Options** (upper right corner).
- Click the **Junk E-Mail Protection** link (top of page).
- Select the **Safe List** link (second from bottom).
- Add domain into the dialog box titled **Type** an address or domain.
- Click the **Add** button next to the dialog box.

Mozilla Thunderbird:

- Click the **Address Book** button.
- Make sure the **Personal Address Book** is highlighted.
- Click the **New Card** button. This will launch a **New Card** window that has 3 tabs: **Contact, Address & Other**.
- Under the **Contact** tab, add the domain into the E-mail dialog box.
- Click **OK**.

Yahoo!

- Open your mailbox and click on **Mail Options** (upper right hand corner).
- Select **Filters** (bottom left corner).
- Click the **Add** link on the **Filters** page.
- Update the **From** header: rule with the following 2 pieces of information: contains and add the domain.
- Click the **Choose** Folder pull-down menu and select inbox.
- Pick the **Add Filter** button.

Gmail:

- Click **Contacts** along the left side of Gmail page.
- Click **Add Contact**.
- Add the domain into the primary e-mail address dialog box.
- Click **Save**.