

## 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](mailto: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 mailbox settings.

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

How to add the [info@vacert.org](mailto:info@vacert.org) to your safe list:

### 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.

### Outlook:

- Search for Safe Senders in Settings, or click Junk, then Junk E-mail Options.
- Under Safe senders and domains, enter the email address or domain you want to add, and select Add.
- To add a mailing list to your safe senders, enter the mailing list under Safe mailing lists and select Add.
- Select Save.

### 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.

### 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.