



## How To White-List Emails

To make sure you don't miss any of the “**7 Secrets to Successful Skip Hire**”, please follow the instructions according to your type of email account.

### YAHOO

To ensure your email alerts are delivered to your Yahoo inbox (not the Bulk Mail or Junk Mail folder), you can instruct Yahoo to filter it to your inbox. Here's how:

1. Open your Yahoo mailbox
2. Click Mail Options
3. Click filters
4. Next, click add filter
5. In the top row, labeled From Header: make sure contains is selected in the pull-down menu.
6. Click in the text box next to that pull-down menu, then enter the address [secrets@topskips.com](mailto:secrets@topskips.com). (Please select the email address from the list provided, if available, then repeat the process for [sales@topskips.com](mailto:sales@topskips.com)).
7. At the bottom, where it says Move the message to: select Inbox from the pull-down menu.
8. Click the Add Filter button again.

### HOTMAIL

If you are using Hotmail, you can ensure that your email alerts are delivered to your Inbox by adding our "From" address to your Safe List. Here's how:

1. Click the Options tab
2. Select Safe List (under heading Mail Handling)
3. In the space provided, enter the address [secrets@topskips.com](mailto:secrets@topskips.com) (repeat for [sales@topskips.com](mailto:sales@topskips.com))
4. Click add
5. When you see the address you entered in the Safe List box click OK



## **AMERICA ONLINE (AOL)**

If you are using AOL, you can ensure that your email alerts are delivered to your inbox by setting your Mail Controls. Here's how:

1. Go to Mail Controls
2. Select the screen name we're sending your email to
3. Click Customize mail Controls for this screen name

For AOL version 8.0: Select allow email from all AOL members, email address and domains.

1. Click next until the save button shows up at the bottom
2. Click save