

## **WHITELISTING INSTRUCTIONS**

### **For ISPs**

We want to be sure you receive your newsletter. Won't you take a moment to place us on your "Safe Senders" list? Here are the instructions.

#### **America Online (AOL):**

Go to keyword: Mail Controls.  
Select the screen name we're sending your newsletter to.  
Click Customize Mail Controls For This Screen Name.

#### **Version 9.0:**

Open your latest **newsletter** e-mail.  
Click the Add Address button (on the right) to add to your "People I Know" list.

Alternatively, you can just send an e-mail to: [drcorylawler@aol.com](mailto:drcorylawler@aol.com) and that will add us to your "People I Know" list automatically. To do this:

1. Open your latest **newsletter** e-mail.  
Click the Reply button (it's in the top right corner).  
A new email window opens with the wrong address in the "Send To" box.  
Replace the address in the Send To box with: [drcorylawler@aol.com](mailto:drcorylawler@aol.com).  
Click Send Now (in the top right corner).  
Even if the e-mail you send doesn't get through to us, the act of sending it does the job of putting us into your "People I Know" list.

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#### **Comcast Web Mail:**

1. Select the "Email Options" link in the main toolbar
2. Select "Edit/View Parental Controls" under the Comcast Email Settings menu
3. Enter each of the following specific email addresses, then select the "Add" button:
  - confirmation@ [drcorylawler@aol.com](mailto:drcorylawler@aol.com)
  - custcare@ [drcorylawler@aol.com](mailto:drcorylawler@aol.com)

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#### **EarthLink:**

#### Classic Web Mail:

1. Select the "Address Book" link in the left pane, below your Inbox and other mail folders
2. Choose "Companies (Domains)" from the menu next to the Add button
3. Select the "Add" button
4. Type " [drcorylawler@aol.com](mailto:drcorylawler@aol.com) "
5. Select "Allow This Company (Domain)"

#### Enhanced Web Mail:

1. Select the "Address Book" tab in the Folders/Address Book Pane
2. Select the "New" button at the bottom of the pane
3. Choose "Add/Edit Company (Domain)"
4. When the Companies (Domains) panel opens, select the "Add" button
5. Type " [drcorylawler@aol.com](mailto:drcorylawler@aol.com) " in the text field
6. Select your "Enter" or "Return" key

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#### Gmail:

1. Select "Contacts" link on the left hand side menu
2. Select "Add Contact" link on the right hand side of page
3. In the "Primary Email" text box, type in " [drcorylawler@aol.com](mailto:drcorylawler@aol.com) "
4. Select the "Save" button

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#### Hotmail:

1. Select the "Contacts" tab
2. On the left side of the page, select the "Safe List" link
3. Type in " [drcorylawler@aol.com](mailto:drcorylawler@aol.com) "
4. Select the "Add" button

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#### MS Outlook:

1. Go to the "Tools" menu
2. Select "Options"
3. Select "Junk E-mail" button
4. Select "Safe Senders" tab
5. Select "Add" button
6. Type in " [drcorylawler@aol.com](mailto:drcorylawler@aol.com) "
7. Select "OK" button for the "add address or domain" menu
8. Select "OK" button for the "junk e-mail options" menu
9. Select "OK" button for the "options" menu

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#### Netscape Web Mail:

1. Select "Options" link from the menu
2. Select "Email Rules" link
3. Select "Add Rule" button
4. For the "If..." make sure the drop down "From" and "contains" are chosen
5. In "the phrase" text field type " [drcorylawler@aol.com](mailto:drcorylawler@aol.com)"
6. For "then deliver to..." choose "INBOX"
7. Select "Add Rule" button

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## Yahoo!:

1. Open your Yahoo! mailbox.
2. Click Mail Options.
3. Click Filters.
4. 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: [drcorylawler@aol.com](mailto:drcorylawler@aol.com)
7. At the bottom, where it says "Move the Message To:" select Inbox from the pull-down menu.  
Click the Add Filter button again.

If your **newsletter** has been filtered to your "bulk" folder, simply open the message and click on the "This is not Spam" link next to the "From" field.

Select the "Addresses" tab

1. Select "Add a New Contact" link
2. Enter " [drcorylawler@aol.com](mailto:drcorylawler@aol.com) " in the Email field
3. Select the "Save" button (you may add other information; however it is optional).

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