Whitelist MCCA and Add to Your Safe Sender List

Outlook for Microsoft 365, Outlook 2021, Outlook 2019, Outlook 2016, Outlook 2013, Outlook 2010, Outlook 2007

1. On the home tab, click the **Junk** drop down menu
2. Then click **Junk E-mail Options** Junk E-mail Options...
3. Navigate to the **Safe Recipients** tab and click the **Add...** button

4. Type in events@mcca.com
5. Click **OK**
6. Perform steps 3-5 and add the additional following emails:
   - info@mcca.com
   - programs@mcca.com
   - awards@mcca.com
   - hotjobs@mcca.com
   - scholarships@mcca.com

Outlook 2003

1. Go to **Tools** menu, click **Options**
2. On the **Preferences** tab, click **Junk E-mail** button
3. On the **Safe Senders** tab, click **Add...**
4. In the Add address, enter events@mcca.com
5. Click **OK**
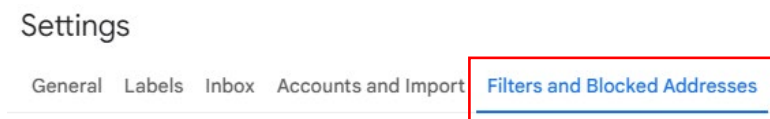6. Perform steps 3-5 and add the additional following emails:
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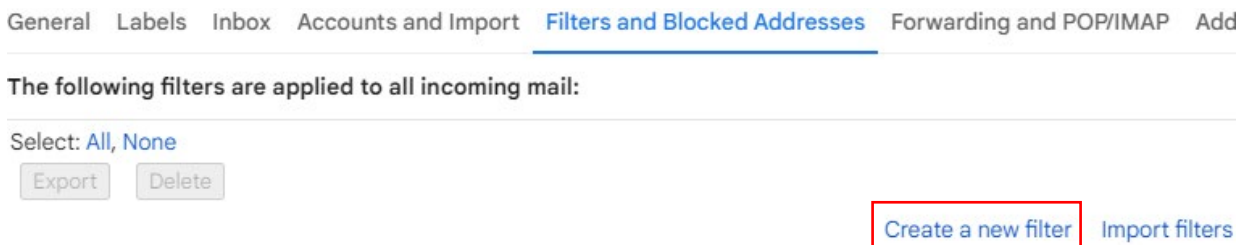- o scholarships@mcca.com

Gmail

1. Click the gear icon in Gmail and select **See all settings** from the Quick settings menu.
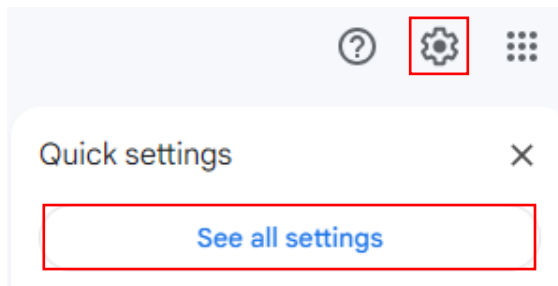
2. Navigate to **Filters and Blocked Addresses** in the top menu.
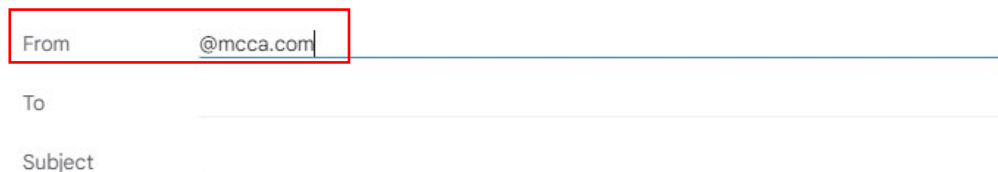

3. Select **Create a new filter**.

4. The "From" field is where you'll specify what's getting whitelisted. In Gmail, you can specify either a specific email address (e.g. **events@mcca.com**), or you can whitelist the entire MCCA domain by omitting everything before the at symbol (e.g. **@mcca.com**).

   The former will whitelist one specific email address while the latter whitelists anyone who is sending emails from MCCA.

5. Click **Create filter**.

From	@mcca.com|
To	
Subject	
Has the words	
Doesn't have	
Size	greater than ▾	MB ▾

☐ Has attachment   ☐ Don't include chats

Create filter   **Search**

6. A new window will appear where you will select the **Never send it to Spam** checkbox, and then click the **Create filter** button again to create the whitelist within Gmail.

☐ Forward it   Add forwarding address

☐ Delete it

☑ Never send it to Spam

☐ Always mark it as important

☐ Never mark it as important

☐ Categorize as: Choose category... ▾

☐ Also apply filter to **0** matching conversations.

Note: filter will not be applied to old conversations in Spam or Trash

❓ Learn more   **Create filter**

7. If you would like to whitelist specific MCCA emails, perform steps 3-7 and add the additional following emails:

   o info@mcca.com

   o programs@mcca.com

   o awards@mcca.com

   o hotjobs@mcca.com

   o scholarships@mcca.com

Yahoo

1. Click **Settings** and then select **More Settings** from the Yahoo Mail menu.

2. Select the **Filters** tab and click the **Add new filters** link to enter information about the domain name or sender.
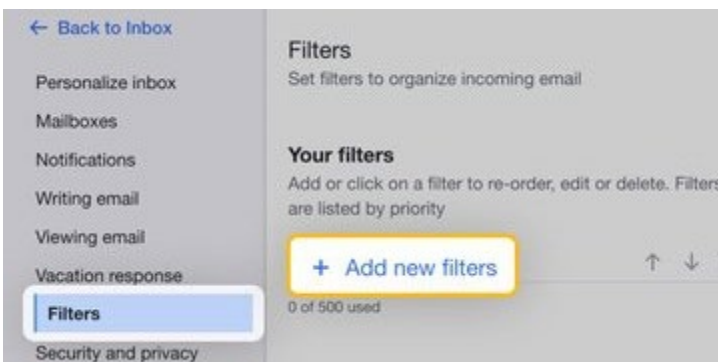
3. Type **MCCA** for the **Filter name**

4. Update the "From" rule with the following 2 pieces of information:

   - In the "**Select a filter criterion**" drop-down menu, choose "**contains**"

   - In the "Type a filter value" field, type events@mcca.com

5. Under the "**Choose a folder to move to**" section, select "**Inbox**" from the Select folder drop down menu and then click the **Save** button.

6. Perform steps 2-5 and add the additional following emails:

  - info@mcca.com

  - programs@mcca.com

  - awards@mcca.com

  - hotjobs@mcca.com

  - scholarships@mcca.com