

Safe Senders

Your email service provider probably uses some type of spam filter, I ask that you add us to your trusted list of senders, contacts or address book. All also known as “whitelisting.”

Adding trusted email addresses to your whitelist enables them to pass easily through your spam filter or junk folder varies across the different email providers, clients and internet security platforms.

If you have received an email from us in this academic year then the quickest option would be to find that email and add the email address to your address book.

If you have not seen any emails from us then please check your ‘spam mail’, this is usually located in the same area as your ‘inbox’, either above or below your ‘sent box’. Once located you can click ‘not spam’. I would recommend at this point you add the address to your address box as well.

With both these options you should be added an email address of (unique reference to you)**@schools.ps-connect.cloud**

The third option is to create a message filter, selecting ‘Contains...’ **@schools.ps-connect.cloud** and directing these emails to your inbox

Unfortunately each email provider will have different settings, therefore, you will need to refer to your individual provider for further instructions on how to add to your address box, edit spam settings or create a filter.

As Yahoo/Sky appear to be experience the majority of issues please see the instruction’s below.

Yahoo/Sky

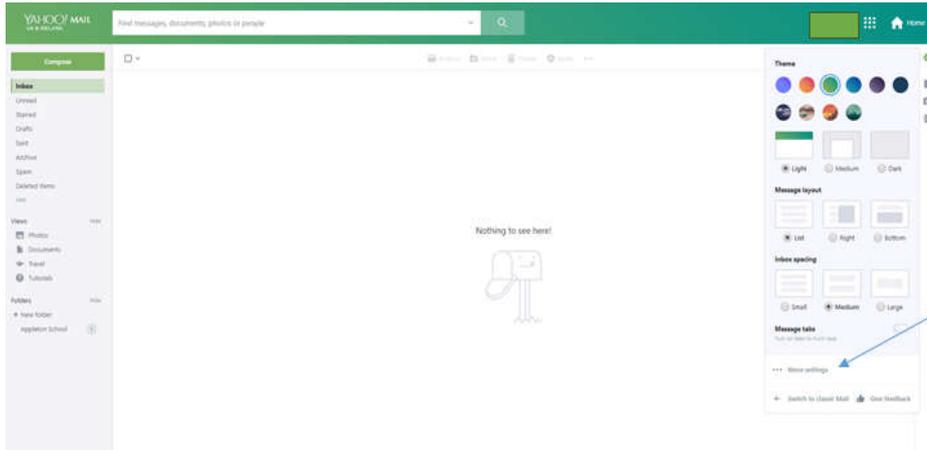
Report as “Not Spam”

1. Check your Yahoo! Bulk folder
2. If you see the email from **The Appleton School**, open our email and click or tap the “Not Spam” button on the toolbar.
3. This does not guarantee that your mail will be delivered in the future, but it does help.

Create a Filter To Ensure Delivery

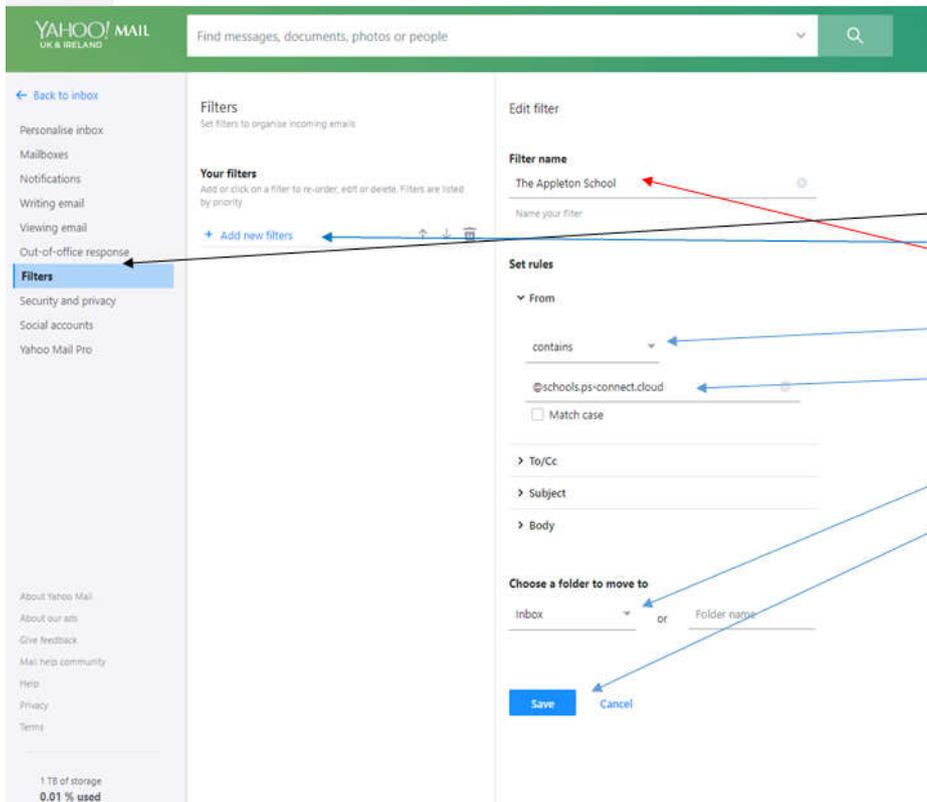
1. Move your mouse over or tap the “Gear” icon in the top right navigation bar.
2. Select “Settings” from the list that drops down.
3. Choose “Filters” located on the left side of the page.
4. Click the “Add” button on the Filters page.
5. Create a name such as “whitelist” in the “Filter name” field.
6. In the “From” field leave the default “contains” selected.
7. Enter our email address **@schools.ps-connect.cloud** in the text box next to “Contains...”
8. Choose the destination folder to which you would like the message delivered. For example: Inbox.
9. Click or tap “Save...”
10. You will see in the next screen -Deliver to “Inbox” if From contains “John Mosley”-
11. Click or tap “Save” on this screen.
12. You will be returned to your Yahoo! Inbox.

Safe Senders



1. Click the gear

2. More settings



3. Filters

4. Add New Filters

5. Filter Name

6. Select contains

7. Enter email address
@schools.ps-connect.cloud

8. Choose a folder

9. Save