

To ensure you receive all e-mail correspondence from
@editorialmanger.com, please add the domain
editorialmanager.com to your 'Safe Sender' list.
For institutions, please add the following IP range:
216.205.0.64/26

Prevent emails from ending up in a Spam folder by adding the "From Email" address to a contact list!

Safelisting (formerly referred to as "whitelisting") an email address ensures that emails sent from that specific address reach the Inbox, instead of being marked as spam.

Instructions on How to Safelist an Email Address in an Email Client

Outlook.com

Outlook

For 2003, 2007 and Express - Without an example email address in your inbox:

1. Select **Actions** from the toolbar at the top of the screen.
2. Select **Junk E-mail**.
3. Select **Junk E-mail Options...**
4. Click the **Safe Sender** tab.
5. Click **Add**.
6. Type in the email address you wish to add to your safe sender list.
7. Click **OK**.

For 2003, 2007 and Express - With an example email address in your inbox:

1. Open the email.
2. In the Toolbar options at the top, click the **Safe Lists** drop-down.
Note: This is located in the "Junk Email" section.
3. Select "Add sender to Address book".
4. Click **OK**.

For 2003, 2007 and Express - To safelist an entire domain:

1. Open the email.
2. In the Toolbar options at the top, click the **Safe Lists** drop-down.
Note: This is located in the "Junk Email" section.
3. Select "Add Sender's Domain (@example.com)" to Safe Senders List.
4. Click **OK**.

For 2010

1. In Outlook, go to the **Home** tab.
2. Click the **Junk** button.
3. Choose "Junk E-Mail Options" from the drop-down list.
4. Go to the **Safe Senders** tab.
5. Click **Add...**
6. Type in either the email address or the domain name you wish to add.
7. Click **OK**.
8. Click **Apply**.

For 2013

1. In Outlook, go to the **Home** tab.
2. Click **Junk > Junk Email Options**.
3. Select the **Safe Senders** tab and click **Add**.
4. In the Add address or domain box, enter the email address or the domain name you want to safelist.
5. Click **OK** and close the window.

Express

1. In Outlook, go to the **Tools** menu.
2. Select "Address Book".
3. Click **New** and select **New Contact** from the drop-down menu.
4. Type in email address and include any details you want.
5. Click **OK**.

Outlook.com

1. Open the email. Then click the three dots and click **Add to Safe senders**.
2. Click **OK**.

For additional help with safelisting email addresses in Outlook, please see [Microsoft's support](#).

Gmail

To ensure that you receive emails in your inbox, you can add the email address to your contact list.

1. Open an email from the sender you want to save and place your cursor over the sender's profile icon.
2. Click "More info."
3. In the panel that expands, click the **Add to contacts** icon.

For additional help with [safelisting email addresses](#) or [controlling who's saved as a contact](#) in Gmail, please see Gmail's support.

Yahoo

In Yahoo Mail, your Contacts list is your safelist. To add the From Address to your Yahoo Contacts:

1. Open your Yahoo mailbox and click the address book icon in the right-side panel. When you roll your mouse over it, it will say Contacts.
2. Click "Add a New Contact."
3. Fill in the fields of your Contact.
4. Click **Save**.

For additional help with safelisting email addresses in Yahoo, please see [Yahoo's support](#).

AOL

WebMail

1. Open the email and click on the sender's name and email address.
2. Click **Add Contact** in the window that appears
3. Enter any additional information.
4. Click **Add Contact**.

AOL (version 9.0 or higher)

1. Copy the "from" address from the latest email (or you can copy the addresses listed above).
2. In the pop-up box, select **Add**.
3. Paste the copied address/type the address required in the **Other** email field.
4. Make the newly added address the "Primary email address" by checking the checkbox.
5. Select **Save**.

AOL 8.0

1. Select **Mail** in the Menu on the top of the screen.
2. Select **Mail Controls**.
3. Select **Next** from the Mail Control Screen displayed.
4. Select "Customize Mail Controls for this Screen Name" and click **Next**.
5. (Optional) Select "Allow email from all AOL members, email addresses and domains" (allows all emails).
6. Select **Next** until the **Save** button shows up at the bottom.
7. Select **Save**.

AOL 7.0

1. Select **Mail** in the Menu on the top of the screen.
2. Select "Mail Controls".
3. Select **Next** from the Mail Control Screen.
4. Select "Customize Mail Controls for this Screen Name" and click **Next**.
5. In the exclusion and inclusion parameters, include the domain xxxxx.com (replace the xxxxx with the domain name).

For additional help with safelisting email addresses in AOL, please see [AOL's support](#).

AT&T Web Email

1. Open your mailbox.
2. Select **Options** on the top right hand side > **Mail Options** > **Filters** > **Add Filter**.
3. Select **Filters**.
4. Click "Add Filter".
5. In the top row, labeled From Header, select "contains" from the pull-down menu. Enter the address in the text box next to the pull-down menu.
Example: You can either give a specific email address or use @xxxxx.com or *xxxxx.com to safelist the domain (replace the xxxxx with the domain name).
6. Move down to the bottom where there is the option "Move the message to". Select **Inbox** from the drop-down menu.
7. Select the **Add Filter** button once again.

For additional help with safelisting email addresses in AT&T, please see [AT&T's support](#).

Comcast SmartZone / Xfinity

1. Click Address Book.
2. Click "New" and choose "New Contact."

3. Add the email address and any additional information.
4. Click **Save**.

For additional help with safelisting email addresses in Comcast SmartZone, please see [Xfinity's support](#).

Cox.net Email

1. Go to WebMail Inbox window.
2. Click "Preferences."
3. Under General Email Preferences, click **Blocked Senders**.
4. Type in the sender or domain you wish to allow in the Exceptions List.
5. Click **Add**.
6. Click **Save**.

For additional help with safelisting email addresses in Cox, please see [Cox's support](#).

EarthLink

1. Open the Address Book.
2. Click **Add**.
3. Enter your contact's domain.
4. Click **Save**.

For additional help with safelisting email addresses in Earthlink emails, please see [Earthlink's support](#).

Entourage

1. Open the email.
2. Right-click the sender's email address.
3. Select "Add to Address Book" in the short-cut menu.
4. Verify the sender's contact details.
5. Click **Save**.

For additional help with safelisting email addresses in Entourage emails, please see [Microsoft's support](#).

GoDaddy

1. Click **Email > Settings > Message Filters**.
2. Select **Allowed List**.
3. Click **Add New**.
4. Enter in the email address you want to safelist.
5. Click **OK**.

For additional help with [safelisting email addresses](#) and [using message filters](#) in GoDaddy, please see [GoDaddy's support](#).

MacMail

1. Open the email.
2. **Ctrl-click** the sender's email address and select "Open in Address Book."
3. Verify the sender's contact details.
4. Click **Save**.

For additional help with safelisting email addresses in MacMail, please see [Apple's support](#).

MSN

1. Select Settings: Email | Junk e-mail (bottom left, just above Calendar).
2. From the E-mail settings screen, select Junk E-mail Guard.
3. Select Safe List.
Example: You can either enter a specific email address or use *xxxxx.com or @xxxxx.com to safelist the domain (replace the xxxxx with the domain name).
4. Select **Add**.

For additional help with safelisting email addresses in MSN, please see [Microsoft's support](#).

Mozilla Thunderbird

1. Check if your contact's email is in your Junk folder, right-click on the email and choose "Mark As Not Junk".
2. Click **Address Book**.
3. Make sure that the Personal Address Book is highlighted.
4. Click **New Card**, the New Card window will display.
5. Under the Contact tab, copy your contact's "From" address and paste it into the Email dialog box.
6. Click **OK**.

For additional help with safelisting email addresses in Thunderbird, please see [Mozilla's support](#).

Express

1. In Outlook, go to the **Tools** menu.
2. Select "Address Book".
3. Click **New** and select **New Contact** from the drop-down menu.
4. Type in email address and include any details you want.
5. Click **OK**.

Road Runner Webmail

Adding an email address to the safe sender list will add the email to your inbox and future emails will be delivered to the inbox.

1. Open your Road Runner mailbox.
2. Open your Junk Mail folder.
3. Select the email that includes the e-mail address you would like to add as a safe sender.
4. Click "Mark as Not Spam".

For additional help with safelisting email addresses in RoadRunner, please see [Road Runner's support](#).

Verizon

1. Open your Inbox.
2. Click **Options**.
3. Click **Block Senders**.
4. Locate the "Safe List".
5. Enter your contact's domain.
6. Click **OK**.

For additional help with safelisting email addresses in Verizon, please see [Verizon's support](#).

Windstream

1. Click the **Settings** tab.
2. Click **Messages**.
3. Click **Allow and Block Messages**.
4. Select "Advanced Block Senders".
5. In the Allowed Senders and Domains area, type the senders and domains you want to allow.
6. Click **OK**.

For additional help with safelisting email addresses in Windstream, please see [Windsteam's support](#).