

EMAIL WHITELISTING INSTRUCTIONS

Whitelisting ensures that your email client or ISP (Gmail, Yahoo, Outlook, etc.) recognizes emails from **vodds.com** as legitimate and not spam. To whitelist our emails, follow the steps below based on your email provider.

We recommend you whitelist our most commonly used addresses:

- **Claudia@vodds.com**

ALL EMAIL CLIENTS

First, check your spam or junk folder and mark any emails from **vodds.com** as **Not Spam** or **Not Junk**. This helps your email program recognize these as safe.

MICROSOFT OUTLOOK

1

Go to the **Home** tab, and in the **Delete** group, click **Junk**.

2

Select **Junk E-Mail Options**

3

Click on the **Safe Senders** tab and choose **Add**.

4

Add [@claudia@vodds.com](mailto:claudia@vodds.com) under **Add address** or domain. If a full email address is needed, add **claudia@vodds.com**.

5

Click **OK**, then **Apply**, and **OK** again.



GMAIL

1

Open an email from [@claudia@vodds.com](mailto:claudia@vodds.com)

2

Click on the vertical ellipses (three dots) next to the Reply button.

3

Select **Add to Contacts List** to whitelist the sender.

YAHOO! SPAM PREVENTION

1

If you find email from **vodds.com** in your Yahoo! bulk folder, open the email and click **Not Spam**.

2

If you find mail from **vodds.com** in your **Blocked Addresses** list, select the email and click **Remove Block**.

YAHOO! EMAIL WHITELISTING

1

Open **Yahoo! Mail** and click on **Mail Options** in the upper corner.

2

Select **Filters** in the bottom left corner.

3

On the **Filters** page, click **Add**.

4

Select the **From header** rule, then add **contains** and **vodds.com** to match all mail from vodds.com.

5

Click the **Choose Folder** pull-down menu and select **Inbox**.

6

Click **Add Filter**.