MAKING JMP EMAILS AS A SAFE CONTACT

How to mark AR@jimmenesinipetro.com as a safe sender email.

GMAIL: https://support.google.com/mail/answer/1366858?hl=en&sjid=2980939827965284453-NC

Unmark an email as spam

You can remove an email from Spam if you incorrectly marked it as spam:

1. On your computer, open Gmail.
2. On the left, click **More**.
3. Click **Spam**.
4. Open the email.
5. At the top, click **Not spam**.

Then add as contact:

1. On your computer, go to Google Contacts.
2. At the top left, click **Create contact**.
3. Click **Create a contact** or **Create multiple contacts.**
4. Enter the contact's information.
5. Click **Save**.

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OUTLOOK: https://support.microsoft.com/en-gb/office/safe-senders-in-outlook-com-470d4ee6-e3b6-402b-8cd9-a6f00eda7339

To ensure messages from known addresses or domains don't get moved to your Junk Email folder, add them to your safe senders list:

1. Open your Safe Senders settings.

2. Under **Safe senders and domains**, enter the email address or domain you want to add, and select **Add**.

3. To add a mailing list to your safe senders, enter the mailing list under **Safe mailing lists** and select **Add**.

4. Select **Save**.

Then add a new contact

1. Sign in to Outlook on the web.

2. Select the **People** icon 👥 icon at the bottom of the navigation pane.

3. On the People page, on the toolbar, select **New contact**.

4. Enter details for the contact. Select **Add more** to add more information, such as the contact's address and birthday.

5. Select **Create**.

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YAHOO: https://nz.help.yahoo.com/kb/new-mail-for-desktop/manage-spam-mailing-lists-yahoo-mail-sln28056.html

Mark emails as Not Spam

1. Open the **Spam** folder. If you don't see the "Spam" folder, click **More** below the "Sent" folder.
2. Select the email.
3. Click **Not spam** to move the message into your inbox, and future messages from this sender will be delivered to the inbox.

Create a new contact list

1. Click the **Contacts icon** 📇.

2. Click the **Lists tab**.

3. Click **+ Create list**.

4. Alternatively, select **+ Create list** from the drop-down menu.

5. Name the list and add your contacts.

6. Click **Save**.