

## AOL

For AOL version 9.0: you can ensure that your BookAShowing.com is delivered to your Inbox by adding our sending address to your "People I Know" list.

- Open your latest BookAShowing.com e-mail.
- Click the Add Address button (over on the right) to add **bookashowing.com** to your "People I Know" list.

Alternatively, you can just send an e-mail to BookAShowing.com using the "From" address, and that will add us to your "People I Know" list automatically.

- Open your latest BookAShowing.com e-mail.
- Copy the address in the "From" line.
- Click the Reply button (it's in the top right corner).
- A new email window opens with an address pre-filled in the "Send To" box.
- Replace the address in the Send To box with the one you copied out of the From line.
- Click Send Now (it's in the top right corner).

Even if the e-mail you send doesn't get through to us (for whatever reason), the act of sending it does the job of putting BookAShowing.com into your "People I Know" list--and that's what counts.

If you're using an earlier version of AOL, you'll need to set your Mail Controls instead. Here's how:

- Go to Keyword Mail Controls.
- Select the screen name we're sending your BookAShowing.com to.
- Click Customize Mail Controls For This Screen Name.

For AOL version 8.0: Select Allow email from all AOL members, email addresses and domains.

- Click Next until the Save button shows up at the bottom.
- Click Save.

For AOL version 7.0: In the section for "exclusion and inclusion parameters", include these domains:

**bookashowing.com**

## **Yahoo**

To ensure that your BookAShowing.com is delivered to your Yahoo Inbox (not the Bulk Mail folder) you can instruct Yahoo to filter it to your Inbox. Here's how:

- Open your Yahoo mailbox.
- Click Mail Options.
- Click Filters.
- Next, click Add Filter.
- In the top row, labeled From header:, make sure contains is selected in the pull-down menu.
- Click in the text box next to that pull-down menu, then enter the address in the "From" line of your most recent BookAShowing.com.
- At the bottom, where it says Move the message, select Inbox from the pull-down menu.
- Click the Add Filter button again.

## **Hotmail**

If you're using Hotmail, you can ensure that your BookAShowing.com is delivered to your Inbox by adding our "From" address to your Safe List. Here's how:

- Log on and click the Mail tab to get into your mailbox.
- Click Options (it's over at the top right, next to Help).
- Click Junk e-Mail Protection.
- Select Safe List.
- In the space provided, enter the address in the "From" line of your most recent BookAShowing.com.
- Click Add.
- When you see the address you entered in the Safe List box, click OK.

Alternatively, you can add BookAShowing.com "From" address to your Contacts list:

- Open your latest issue of BookAShowing.com (or even the welcome letter will do).
- Click the Save Address button. (It's over to the right in the line of options just above the e-mail.)
- Click OK.

## **Outlook 2003**

If you're using Outlook 2003 for your e-mail, you can make sure your BookAShowing.com is delivered to your Inbox by letting Outlook know you consider it safe. There are a few ways you can do this:

- Open any BookAShowing.com e-mail, and then add the sender or the sender's domain to your Safe List.
- Find the address in the "From" line of your most recent BookAShowing.com and add it to Personal Contacts in your Outlook Address Book.
- Open any BookAShowing.com e-mail, and then select Mark as Not Junk.

### **Earthlink**

If you're using Earthlink, you can make sure your BookAShowing.com is delivered to your Inbox by adding our sending address to your Address Book. Here's how:

- Open your latest BookAShowing.com e-mail.
- Copy the address in the "From" line.
- Click on Address Book (it's over on the left, below your Folders).
- When your Address Book opens, click the Add button.
- On the Add Contact screen, find the Internet Information box.
- Enter the address you copied from the "From" line into the top Email box.
- Click Save.

### **MSN**

If you're using MSN version 9 for your e-mail, you can make sure your BookAShowing.com is delivered to your Inbox by adding our sending address to your Safe List. Here's how:

- Open your latest BookAShowing.com e-mail.
- Copy the address in the "From" line.
- Click on Settings: E-mail | Junk e-mail (it's at the bottom left of the screen, just above Calendar).
- On the E-mail settings screen, click Junk E-Mail Guard.
- Select Safe List.
- In the space provided under "Add people to the safe list", enter the address you copied from the "From" line.
- Click Add.

For older versions of MSN , you add our sending address to your Safe List like this:

- Open your latest BookAShowing.com e-mail.
- Copy the address in the "From" line.
- Click on E-mail settings (it's at the bottom left of the screen, just above Calendar).
- On the E-mail settings screen, click Junk Mail.
- Select Safe List.
- Click Add an item to this list.

- When the Add To Safe List box appears, enter the address you copied from the "From" line into the space provided.
- Click Add.

### **Verizon**

If you're using Verizon for e-mail, you can ensure that your BookAShowing.com is delivered to your Inbox by adding our "From" address to your Safe List. Here's how:

- Go to your Verizon Inbox.
- Click Options.
- Select the Block Senders tab (near the top of the screen).
- On the Block Senders screen, you'll see both a "Block Sender List" and a "Safe List". In the space where it says, "Enter e-mail address or sub domain to always accept even if the domain is blocked", enter the address in the "From" line of your most recent BookAShowing.com.

### **SpamCop**

If you're using SpamCop to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your Whitelist. Here's how:

- Open your browser and go to this page: <http://webmail.spamcop.net/>
- Log into your SpamCop account.
- Click on the Options icon in the toolbar.
- Under Mail Management (in the middle), click SpamCop Tools.
- Select Manage your personal whitelist.
- Near the bottom, where it reads "Click here to add to your whitelist", click on Click here.
- Enter the address in the "From" line of your most recent BookAShowing.com in the first empty slot.
- Click Submit.

### **SpamAssassin**

If you're using Spam Assassin to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to the Whitelist in your User Preferences. Here's how:

- Search your hard drive for the spamassassin folder, and then open it.
- In that folder should be a file named user\_prefs. Open it with a text editor (Notepad, for example). If there is no such file, you can create it. The detailed instructions are at [http://spamassassin.taint.org/doc/Mail\\_SpamAssassin\\_Conf.html](http://spamassassin.taint.org/doc/Mail_SpamAssassin_Conf.html).

- Make a new (blank) line in the file. On that line, enter `whitelist_from`, followed by the address in the "From" line of your most recent BookAShowing.com.
- Save the file and close it.

### **Spamkiller**

If you're using McAfee's Spamkiller to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your list of Friends. Here's how:

- On the Spamkiller sidebar, click Friends.
- Click Add.
- Enter the address in the "From" line of your most recent BookAShowing.com and click the OK button.

### **Mailblocks**

If you're using Mailblocks to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your "Accept Mail From" list of addresses. Here's how:

- In Mailblocks, click the Addresses tab.
- Select New.
- Enter the address in the "From" line of your most recent BookAShowing.com.
- In the Receiving Options, select Accept Mail From This Address.
- In the Other Options, make sure Display in People Picker is not selected.
- Click Submit.
- Click OK.

### **MailShield**

If you're using MailShield to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your list of Friends. Here's how:

- On the MailShield toolbar, click Friends.
- Click Add.
- Enter the address in the "From" line of your most recent BookAShowing.com and click the OK button.

### **MailWasher**

If you're using MailWasher to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your list of Friends. Here's how:

- In MailWasher, select Tools.
- Select Blacklist & Friends.
- On the right-hand side is the "Friends" list. Click the Friends Add button.
- Select Plain email address.
- Enter the address in the "From" line of your most recent BookAShowing.com, then click OK.
- Click OK again.

### **CleanMyMailbox**

If you're using CleanMyMailbox to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your Whitelist. Here's how:

- Click the Whitelist button.
- Add the address in the "From" line of your most recent BookAShowing.com to the list.
- Click the Submit List button.

### **Oddpost**

If you're using Oddpost to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by marking it as "Not Spam"--but only if it has been incorrectly identified as spam in the first place. Here's what to do:

- Find any BookAShowing.com e-mail that's in your Probably Spam folder.
- Click on that e-mail to select it.
- Click the Move to Inbox and Mark as Not Spam button.

### **Spam Inspector**

If you're using Spam Inspector to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your list of Friends. Here's how:

- Open Outlook.
- On the Spam Inspector menu or toolbar, find and select Manage Friends List.
- In the Add a New Friend area, select E-mail.
- Enter the address in the "From" line of your most recent BookAShowing.com.

- Click the >> (add) button.
- Click Close.

### **Spam Interceptor**

If you're using Spam Interceptor to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your list of Trusted senders. Here's how:

- Open Spam Interceptor and select Authentication Lists.
- Click Trusted.
- Enter the address in the "From" line of your most recent BookAShowing.com.
- Click Add.

### **Spam Sleuth**

If you're using Spam Sleuth to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your list of Friends. Here's how:

- Open Spam Sleuth.
- From the File menu, select Configure.
- In the Friends category, make sure Active is selected.
- In the space provided for the list, make a new (blank) line and on it enter the address in the "From" line of your most recent BookAShowing.com.
- Click OK.

### **SpamButcher**

If you're using Spam Butcher to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your Know Senders list. Here's how:

- Open Spam Butcher and click the Configure button.
- Select the Known Senders tab.
- Under Known Good Senders and Recipients, click Add.
- Enter the address in the "From" line of your most recent BookAShowing.com and click OK.
- Click OK.

### **Spameater**

If you're using Spameater to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your list of Approved Senders. Here's how:

- On the Spameater sidebar, click Filters.
- Select the Approved Senders tab.
- Click Add Filter.
- In the Address space, enter the address in the "From" line of your most recent BookAShowing.com.
- For Address Type, select Full Email Address.
- Click OK.

### **SpamNet**

If you're using Cloudmark's SpamNet to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your Whitelist. Here's how:

- Open your Outlook Inbox.
- On the Cloudmark SpamNet toolbar, click Options.
- Click Advanced.
- Select the Whitelist tab.
- Click the Add button.
- Enter the address in the "From" line of your most recent BookAShowing.com and click the OK button.
- Click OK again, then Yes, then OK one last time.

### **SpamPal**

If you're using SpamPal to filter your incoming e-mail, you can exempt your BookAShowing.com from the filtering process by adding our "From" address to your Whitelist. Here's how:

- When SpamPal is running, find the SpamPal icon in your Windows system tray and right-click on it.
- Select Add to Whitelist.
- Enter the address in the "From" line of your most recent BookAShowing.com.
- Click Add.

## Others

Many popular e-mail programs, including older versions of Outlook, Outlook Express, Eudora, and Netscape Mail, don't provide a convenient way for you to white-list the folks you want to receive e-mail from. If you're using this sort of e-mail system and you either aren't getting your BookAShowing.com or want to make sure you continue to receive your DR in the future, you can do something about it.

Contact the customer service people or the Postmaster at the company that provides your e-mail or Internet connection (your ISP). Explain to them that BookAShowing.com is e-mail that you asked for and value. Ask them if they can white-list the DR. (Unfortunately, some e-mail systems don't allow white-listing.) If they do white-list, they'll probably ask you for some information about us. Here's what to tell them:

- Sending Address: If they ask for our address, give them the address in the "From" line of your most recent BookAShowing.com.
- Domain: If they need to know the domain we're mailing from, tell: **bookashowing.com**