

Whitelist Maynard High School ConnectED Email Address

-If you have an email domain or filter that is not listed, please go to that email or filter provider's website for information on adding **mhs-bounce@maynard.k12.ma.us** to your whitelist.

To ensure that you receive our ConnectED messages we ask that you take a moment to add **mhs-bounce@maynard.k12.ma.us** to your "safe" or permitted email sender list. This process is also known as "whitelisting". Adding our email address to your list of accepted email address senders will ensure that you receive messages from the Maynard High School's ConnectED email system. Please refer to the following instructions for your email service or spam-filtering software.

There are a number of different spam programs on the market and email services have specific rules about adding providers to your whitelist.

Yahoo! Mail

1. Open your Yahoo! mailbox
2. Click Mail Options
3. Click Filters
4. 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: **Mhs-bounce@maynard.k12.ma.us**
5. At the bottom, where it says "Move the Message To:" select Inbox from the pull-down menu. Click the Add Filter button again
6. If mail from BuyDomains has been filtered to your "bulk" folder, simply open the message and click on the "This is not Spam" link next to the "From" field

AOL

1. Go to keyword: Mail Controls
2. Select the screen name to which we're sending ConnectED email
3. Click Customize Mail Controls For This Screen Name

If you are using AOL Version 9.0:

1. If you have a ConnectED email in your email box, you can click the "Add Address" button (on the right) to add to your "People I Know" list
 2. Otherwise you can just send an e-mail to: **Mhs-bounce@maynard.k12.ma.us** and that will add us to your "People I Know" list automatically.
-

Hotmail

1. Click the Options link, on the main menu tabs, then Safe List
 2. Type **Mhs-bounce@maynard.k12.ma.us** in your Safe List
 3. If you see **Mhs-bounce@maynard.k12.ma.us** email in your Junk Mail folder, click "This is not Junk Mail" to avoid having e-mail from ConnectED sent to the Junk Mail folder in the future
-

MSN version 9.0

1. Click on Settings: E-mail | Junk e-mail (it's at the bottom left of the screen, just above Calendar).
2. On the E-mail settings screen, click Junk E-Mail Guard.
3. Select Safe List.
4. In the space provided under "Add people to the safe list", enter the address **Mhs-bounce@maynard.k12.ma.us** into the space provided.
5. Click Add.

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

1. Click on E-mail settings (it's at the bottom left of the screen, just above Calendar).
 2. On the E-mail settings screen, click Junk Mail.
 3. Select Safe List.
 4. Click Add an item to this list.
 5. When the Add To Safe List box appears, enter the address **Mhs-bounce@maynard.k12.ma.us** into the space provided.
 6. Click Add.
-

Outlook 2003

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

1. Open any ConnectED e-mail, then add the sender or the sender's domain to your Safe List.
2. Add the **Mhs-bounce@maynard.k12.ma.us** address to your Personal Contacts in your Outlook Address Book.

3. Open any ConnectED e-mail, then select Mark as Not Junk.
-

Earthlink

If you're using Earthlink, you can make sure your ConnectED email messages are delivered to your Inbox by adding our sending address to your Address Book. Here's how:

1. Click on Address Book (it's over on the left, below your Folders).
 2. When your Address Book opens, click the Add button.
 3. On the Add Contact screen, find the Internet Information box.
 4. Enter the address **Mhs-bounce@maynard.k12.ma.us** into the top Email box.
 5. Click Save.
-

Verizon

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

1. Go to your Verizon Inbox.
 2. Click Options.
 3. Select the Block Senders tab (near the top of the screen).
 4. 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 **Mhs-bounce@maynard.k12.ma.us** in the "From" line.
-

If you have one of the popular spam-filtering software programs installed on your desk, look below for specific instructions on how to add ConnectED to the "safe" list using the tool.

CleanMyMailbox

1. If ConnectED email is filtered, click on the white "W" icon on the left column of the mailing
2. When the pop-up window comes up, simply click the Add to Whitelist

button.

Alternative whitelisting methods:

1. Click on the White List button
 2. Add **Mhs-bounce@maynard.k12.ma.us** to the bottom of your existing list
 3. Click the Submit List button
 4. Click the Subject White List button
 5. Add **Access Update** to the bottom of the list on a line by itself
 6. Click the Submit List button
-

Cloudmark SpamNet

1. Select "Cloudmark | Options"... from the Cloudmark SpamNet toolbar in Outlook.
 2. Click "Advanced"
 3. Go to the Whitelist tab
 4. Click the Add button
 5. Type **Mhs-bounce@maynard.k12.ma.us**
 6. Click OK
 7. Click OK
 8. Click Yes
 9. Click OK
-

Mailblocks

1. Click the "Addresses" tab
 2. Click "New"
 3. Type **Mhs-bounce@maynard.k12.ma.us**
 - o Make sure that "Accept Mail From This Address" is selected under Receiving Options.
 - o Uncheck "Display in People Picker" under Other options.
 4. Click Submit
 5. Click OK
-

MailShield

1. Click Friends from the toolbar
2. Click Add

3. Type **Mhs-bounce@maynard.k12.ma.us**
 4. Click OK
-

MailWasher

1. Click Tools, then Blacklist & Friends
 2. Click Add (located on the right, the Friends list side)
 3. Make sure Plain email address is selected
 4. Type **Mhs-bounce@maynard.k12.ma.us**
 5. Click OK
 6. Click OK
-

McAfee Spamkiller

1. Click Friends from the sidebar
 2. Click Add
 3. Type **Mhs-bounce@maynard.k12.ma.us**
 4. Click OK
-

Oddpost

1. Check your 'Probably Spam' folder.
 2. If you see that mail from ConnectED was incorrectly filtered out:
 - Select it
 - Click the "Move to Inbox"
 - Click "Mark as Not Spam" button.
-

SpamAssassin

1. Add the following entry to your user prefs file, which is found in the spamassassin subdirectory on your web/mail server **whitelist_from Mhs-bounce@maynard.k12.ma.us**
2. Save the user_prefs file or move the updated copy to your .spamassassin subdirectory
3. If you have no user_prefs file in this subdirectory, create one
 - http://spamassassin.taint.org/doc/Mail_SpamAssassin_Conf.html

- <http://www.cleanmymailbox.com/sauptool/>
-

SpamButcher

1. Click the Configure button
 2. Go to the "Known Senders" tab
 3. Click Add under "Known Good Senders and Recipients"
 4. Type **Mhs-bounce@maynard.k12.ma.us**
 5. Click OK
 6. Click OK again
-

SpamCop

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

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

Spameater Pro

1. Click Filters from the sidebar
 2. Click the Approved Senders tab
 3. Click Add Filter
 4. Type **Mhs-bounce@maynard.k12.ma.us**
 5. Choose 'Full Email Address' under Address Type
 6. Select Email Domain
 7. Click OK
-

SpamNet

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

1. Open your Outlook Inbox.
 2. On the Cloudmark SpamNet toolbar, click Options .
 3. Click Advanced .
 4. Select the Whitelist tab.
 5. Click the Add button.
 6. Enter the address in the "From" line of your most recent ConnectED email message and click the OK button.
 7. Click OK again, then Yes, then OK one last time.
-

Spam Inspector

1. Select Spam Inspector, then 'Manage Friends List' from either the Spam Inspector toolbar or from the Outlook menu.
 2. Make sure Email is selected under 'Add a New Friend'
 3. Type **Mhs-bounce@maynard.k12.ma.us**
 4. Click the >> button
 5. Click Close
-

Spam Interceptor

1. Follow the Trusted link under Authentication Lists.
 2. Enter the email address **Mhs-bounce@maynard.k12.ma.us**
 3. Click Add
-

SpamPal

1. Click on the SpamPal system tray icon with the right mouse button.
 2. Click 'Add to Whitelist' from the menu.
 3. Type **Mhs-bounce@maynard.k12.ma.us**
 4. Click Add
-

Spam Sleuth

1. Select File
 2. Select Configure.
 3. Go to the Friends category.
 4. Make sure Active is checked
 5. Type **Mhs-bounce@maynard.k12.ma.us** on a line by itself in the entry field
 6. Click OK
-

Other providers

If the ConnectED emails are being filtered, try adding **Mhs-bounce@maynard.k12.ma.us** to your Address Book or Contact List. If this option is not available, try moving the message to your 'inbox' or forwarding the message to yourself.

If subsequent messages continue to be filtered, call or e-mail your ISP's technical support and ask how you can be sure to receive all e-mail from **Mhs-bounce@maynard.k12.ma.us** .

Domain: If they need to know the domain we're mailing from, tell them **maynard.k12.ma.us**.