

## How To Whitelist "Woodmoor Improvement Association" in your Spam Filter

With the advent of outrageous volumes of unwanted email these days, it's unfortunate that legitimate email publications are not being seen by some of the readers who enjoy those publications. There is much fear today that the email publishing / marketing industry is in serious trouble, due to mistakes in filtering when legitimate email is erroneously tagged as unwanted email.

While we applaud the anti-spam industry for removing the plethora of unwanted email from many of our mailboxes, from time to time, some legitimate email publications are mistaken as unwanted.

If you currently use an anti-spam program or service, we ask that you take just a minute or two to add our publication to your "safe" or permitted email sender list. This usually involves simply adding our sending address (From:) to your whitelist, safe list, or list of privileged senders. This is commonly known as whitelisting a publication.

Please refer to the following whitelisting instructions you can use to whitelist Your Publication Name, depending on the filtering solution you use:

### **AOL**

Go to keyword: Mail Controls.

Select the screen name we're sending your Your Publication Name to.

Click Customize Mail Controls For This Screen Name.

### **Version 9.0:**

Open your latest Your Publication Name e-mail.

Click the Add Address button (on the right) to add to your "People I Know" list.

Alternatively, you can just send an e-mail to: [your-wia@woodmoor.org](mailto:your-wia@woodmoor.org), and that will add us to your "People I Know" list automatically. To do this:

Open your latest Your Publication Name e-mail.

Click the Reply button (it's in the top right corner).

A new email window opens with the wrong address in the "Send To" box.

Replace the address in the Send To box with: [your-wia@woodmoor.org](mailto:your-wia@woodmoor.org)

Click Send Now (in the top right corner).

Even if the e-mail you send doesn't get through to us, the act of sending it does the job of putting us into your "People I Know" list.

### **CleanMyMailbox:**

If Your Publication Name is filtered, from the spambox, click on the white "W" icon on the left column of the mailing.

When the pop-up window comes up, simply click the Add to Whitelist button.

Alternative whitelisting methods:

\* Click on the White List button.

Add: your-wia@woodmoor.org to the bottom of your existing list.

Click the Submit List button.

\* Click the Subject White List button.

Add: Your Publication to the bottom of the list on a line by itself.

Click the Submit List button.

### **Cloudmark SpamNet:**

Select Cloudmark | Options... from the Cloudmark SpamNet toolbar in Outlook.

Click Advanced.

Go to the Whitelist tab.

Click the Add button.

Type: your-wia@woodmoor.org

Click OK.

Click OK.

Click Yes.

Click OK.

### **Hotmail:**

Click the Options link, on the main menu tabs, then Safe List. Type: your-wia@woodmoor.org in your Safe List. If you see a message that should not be in your Junk Mail folder, click 'This is not Junk Mail' to avoid having e-mail from the same source sent to the Junk Mail folder in the future.

### **Mailblocks:**

Click the Addresses tab.

Click New.

Type: your-wia@woodmoor.org

Make sure 'Accept Mail From This Address' is selected under Receiving Options.

Uncheck 'Display in People Picker' under Other options.

Click Submit.

Click OK.

### **MailShield:**

Click Friends from the toolbar.

Click Add.

Type: your-wia@woodmoor.org

Click OK.

### **MailWasher:**

1. Click Tools, then Blacklist & Friends.
2. Click Add... on the right, the Friends list side.
3. Make sure Plain email address is selected.
4. Type: your-wia@woodmoor.org
5. Click OK.
6. Click OK.

### **McAfee Spamkiller:**

1. Click Friends from the sidebar.
2. Click Add.
3. Type: your-wia@woodmoor.org
4. Click OK.

### **oddpst:**

Check your 'Probably Spam' folder. If you see that Your Publication Name was incorrectly filtered out, select it, and click the 'Move to Inbox and Mark as Not Spam' button.

### **SpamAssassin:**

Add the following entry to your user\_prefs file, which is found in the .spamassassin subdirectory on your web/mail server:

whitelist\_from your-wia@woodmoor.org

Save the user\_prefs file or move the updated copy to your .spamassassin subdirectory.

If you have no user\_prefs file in this subdirectory, create one:

[http://spamassassin.taint.org/doc/Mail\\_SpamAssassin\\_Conf.html](http://spamassassin.taint.org/doc/Mail_SpamAssassin_Conf.html)

### **SpamButcher:**

Click the Configure button.

Go to the Known Senders tab.

Click Add under 'Known Good Senders and Recipients'.

Type: your-wia@woodmoor.org

Click OK.

Click OK.

### **Spameater Pro:**

Click Filters from the sidebar.

Click the Approved Senders tab.

Click Add Filter.

Type: your-wia@woodmoor.org under Address.

Choose 'Full Email Address' under Address Type.

Select Email Domain.

Click OK.

### **Spam Inspector:**

Select Spam Inspector, then 'Manage Friends List' from either the Spam Inspector toolbar or from the Outlook menu.

Make sure Email is selected under 'Add a New Friend'.

Type: your-wia@woodmoor.org

Click the >> button.

Click Close.

### **Spam Interceptor:**

Follow the Trusted link under > Authentication Lists. Enter the email address:  
your-wia@woodmoor.org

Click Add.

### **SpamPal:**

Click on the SpamPal system tray icon with the right mouse button.

Click 'Add to Whitelist' from the menu.

Type: your-wia@woodmoor.org

Click Add.

### **Spam Sleuth:**

Select File, then Configure.

Go to the Friends category.

Make sure Active is checked.

Type: your-wia@woodmoor.org on a line by itself in the entry field.

Click OK.

## **Yahoo! Mail**

Open your Yahoo! mailbox.

Click Mail Options.

Click Filters.

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: your-wia@woodmoor.org At the bottom, where it says "Move the Message To:" select Inbox from the pull-down menu. Click the Add Filter button again.

If Your Publication Name 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.

## **Other providers:**

If Your Publication Name is being filtered, try adding your-wia@woodmoor.org 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 your-wia@woodmoor.org.

**Domain:** If they need to know the domain we're mailing from, tell them:  
woodmoor.org

**IP Address:** If they ask for our sending IP address, tell them:

208.179.130.82