



# **IMPORTANT! IMPORTANT!**

## **Ensure All Emails from WCS are Received**

### **Whitelist the WCS domain within Gmail.**

1. Click the **cog icon** in the top-right corner, and then **Settings**.
2. Click on **Filters** and then **Create a new filter**.
3. Enter the **domain** of the email you want to whitelist in the **From** field (**WCS.EDU** and **PARENTLINK.NET**).
4. Click **Create filter with this search**.
5. In the box headed **When a message arrives that matches this search** select **Never send it to spam**.

### **Whitelist the WCS Domain in Comcast.**

1. Sign into your My XFINITY account.
2. At the top right, click the **Mail icon** to reach your inbox.
3. Click the **Address Book** tab.
4. Click **New Contact** on the left sidebar.
5. **Add** the sender's email address. (**@wcs.edu** and **@parentlink.net**)
6. Click **Save** to save the contact.

### **Whitelist the WCS domain in Outlook, Hotmail, and MSNMail**

1. Click the **cog icon** in the top-right corner and then **More mail settings**.
2. Select **Safe and blocked senders** and then **Safe senders**.
3. Add add the **domain** of the email you want to whitelist to the list of **Safe senders** (**@wcs.edu** and **@parentlink.net**).

### **Whitelist the WCS domain in Yahoo.**

1. Hover over the **Settings** menu icon and select **Settings**.
2. Click **Filters** and then **Add**.
3. Enter a **Filter Name**.
4. Enter the **domain** of the email you want to whitelist in the **Sender** field (**WCS.EDU** and **PARENTLINK.NET**).
5. Click **Save** and then click **Save** again.