

## How to Add Connect Emails to Your Allow List

To help make sure emails from EDUCAUSE Connect reach your inbox, please add the platform's email domain to your safe sender or allow list (**@connectedcommunity.org**).

Written directions for Outlook and Gmail are below. *For a video walkthrough, review our [how-to video](#).*

### Outlook

In Outlook (Microsoft), you will need to add **@connectedcommunity.org** to your **safe senders** list.

1. In your Outlook email client, go to the **Home** tab at the top.
2. Select the **Junk** drop-down arrow and select **Junk E-mail Options**.
3. Select the **Safe Senders** tab, then select the **Add...** button.
4. Add **@connectedcommunity.org** then select **OK**.
5. Your mentoring emails should now always appear in your *Inbox* instead of being directed to your *Junk* or *Clutter* folders.

### Gmail

In Gmail (Google), you will add a filter rule so your mentoring emails go into your **Primary** folder instead of *Social*, *Promotions* or *Spam*.

1. Select the down arrow at the end of the **Search mail** field (usually at the top of your screen).
2. In the **From** field, enter **\*@connectedcommunity.org** (be sure to include the asterisk (\*) before the "@" character).
3. At the bottom of the pop-up window, select **Create filter**.
4. Select the checkbox next to **Never send it to Spam**.
5. Select the checkbox next to **Categorize as:** and then select the field drop-down area and select **Primary**.
6. Select the blue **Create filter** button to save.
7. You may double check the filter was set up successfully by going to the **Gear** icon on the far right side of the screen and select **Settings**.
8. Under **Settings**, select the **Filters and Blocked Addresses** tab and verify **@connectedcommunity.org** filter reads *Matches: from:(\*@connectedcommunity.org). Do this: Never send it to Spam, Categorize as Primary*.