



## **Ensure You Receive GSWS Emails!**

Don't miss important updates from the Garden State Watercolor Society (GSWS). Make sure emails ending in **@gswcs.org** (such as **president@gswcs.org** for Tess Fields, GSWS President) reach your inbox by adding them to your contacts or Safe Senders List.

**Follow the instructions for your specific email provider to prevent these emails from landing in your spam folder.**

### **If you use Outlook email:**

1. add **president@gswcs.org** to you Contacts list
2. on the Home tab, click Junk, then click Junk E-Mail options
3. on Safe Senders tab, check the Automatically add people I e-mail to the Safe Senders List box

### **If you use Gmail:**

1. Click the gear icon in the upper right corner
2. Select See all settings
3. Click Filters and Blocked Addresses tab at the top
4. Click Create a new filter
5. Enter **president@gswcs.org** to your safe sender list
6. Click Create Filter button
7. Select the action to be applied to filtered emails. Click Never send it to spam.
8. Click Create filter

This is now your Safe Sender list and you can add or delete any email address you want by using these steps.

### **If you use AOL:**

1. Click on Spam Controls link in the lower right side of your Inbox screen
2. When the Mail and Spam Controls box appears, click the Customer Sender list link
3. Choose Allow email from ...
4. enter **president@gswcs.org**, then click add, and save.