

Career Potential, LLC
www.CareerPotential.com

To ensure that the email we send you ends up in your inbox, and isn't mistakenly sent to the junk folder, please whitelist our email address, which is *contact@careerpotential.com*.

Below is information on how to whitelist us with AOL, Yahoo, Gmail, Hotmail, Outlook, Apple Mail, ThunderBird and Postini. Even if your ISP or email program is not listed, with these instructions you should be able to figure out how to whitelist our email address at any ISP or with any email program.

Also, if you find email from *contact@careerpotential.com* in your spam or junk folder, please take that opportunity to tell your mail program that it is not spam by hitting the "not spam", "not junk" or similar button, as that will train your program to whitelist it.

AOL

To add *contact@careerpotential.com* to your AOL address book:

1. Open an email from us and then click the 'This Is Not Spam' button
2. Click the Mail menu and select Address Book
3. Wait for the Address Book window to pop up, then click the 'Add' button
4. Wait for the Address Card for New Contact window to load
5. Paste *contact@careerpotential.com* into the 'Other E-Mail' field
6. Make our "From" address, *contact@careerpotential.com*, the Primary E-Mail address by checking the appropriate box
7. Click "Save"

Yahoo!

To whitelist *contact@careerpotential.com* with Yahoo!, you will need to set up a "filter" after first taking the following steps:

1. If you find email from *contact@careerpotential.com* is going to your Yahoo! bulk folder, open it and click "Not Spam"
2. Be sure that the address *contact@careerpotential.com* is not in your "Blocked Addresses" list. If *contact@careerpotential.com* **is** on your "Blocked Addresses" list, select it and click "Remove Block"

Now to create the filter:

3. Open your mail and click on "Mail Options" in the upper right hand corner
4. Select 'Filters' (in the bottom left corner)
5. On the Filters page, click "Add"
6. Select the "From header:" rule, and add "contains" and *contact@careerpotential.com*, which tells the system to put email with *contact@careerpotential.com* in your inbox and not the bulk folder.
7. Click the "Choose Folder" pull down menu and select 'Inbox'
8. Pick the Add Filter button

Hotmail

To whitelist our address with Hotmail you will need to add contact@careerpotential.com to your Hotmail Safe List. Here's how:

1. First, if you find email from us in your Hotmail junk folder, open the email and click "Not Junk"
2. Next, check to see if the email address contact@careerpotential.com is on your Blocked Senders list. If you find contact@careerpotential.com on your Hotmail blocked senders list, select it and click on the "Remove" button.
3. Next, open your mailbox and click "Options" in the upper right hand corner
4. At the top of the page, click on the "Junk E-mail Protection" link
5. Next, click on "Safe List", which is down near the bottom
6. Copy and paste contact@careerpotential.com where it says "Type an address or domain"
7. Click the "Add" button

Gmail

1. First, if you find email from us in your Gmail spam folder, select our email and click the "Not Spam" button
2. Next, open an email that you have received from us
3. Click on the little down-pointing-triangle-arrow next to "Reply":
4. Click "Add Career Potential to Contacts list"

Microsoft Outlook

1. On the Tools menu, click Options
2. On the Preferences tab, click Junk E-mail
3. On the Safe Senders tab, click Add
4. Add contact@careerpotential.com where it says "Add address"
5. Click OK

Thunderbird

To whitelist in Thunderbird, you will need to add contact@careerpotential.com to your address book, and then set up your Thunderbird Junk Mail Controls to whitelist your address book.

1. First, if you find email from contact@careerpotential.com in your Junk folder, right-click on our email and choose "Mark as Not Junk"
2. Next, click the Address Book button
3. Highlight the Personal Address Book
4. Click on "New Card"
5. In the "Contact" tab of the new card, copy and paste contact@careerpotential.com to the email dialog box
6. Click "Ok"
7. Next, to whitelist your address book, select "Tools > Junk Mail Controls" from the drop down menu
8. Update the "White Lists" module under the "Settings" tab by selecting "Personal Address Book" from the drop down menu, and then check the box next to "Do not mark messages as junk mail"
9. Click "Ok"

Apple Mail for OS X

1. First, if email from contact@careerpotential.com ends up in your junk folder, highlight or open it and click "Not Junk" at the top of your screen.

Then:

2. Go to Mail > Preferences from your Mail menu
3. Go to the Rules tab
4. Select Add Rule
5. Give this rule a name such as "Career Potential"
6. Create a rule that says "If *any* of the following conditions are met: 'From' 'Contains' and then paste in "contact@careerpotential.com"
7. From the actions, select 'Move message' to mailbox 'Inbox'.
8. Click "OK"

Postini

You do not need to whitelist email from Career Potential in Postini *unless* you find it trapped in the "Junk" area by Postini.

1. Log into your Postini account
2. Look to see if any email from contact@careerpotential.com is listed in your Junk area
3. If you find email from contact@careerpotential.com in the Junk area, check the check box next to the email from contact@careerpotential.com
4. Click the "Deliver Selected" link at the very top of the Junk screen
5. On the next screen, click the "Approve Sender" check box next to the email from contact@careerpotential.com
6. Click the "Approve Selected Senders" button