

## How can I stop St Judes Clinic emails going into my spam or junk folder?

Please add [admin@stjudesclinic.com](mailto:admin@stjudesclinic.com) to your Address Book or Safe Senders List.

Please see below for instructions for some of the most commonly used ISPs:

### Hotmail/MSN mail

1. Sign in and click 'Options' in the top right of your screen.
2. On the left side of the page, click 'Safe and blocked senders' which is under the 'Junk email' section.
3. Click on 'Safe senders'.
4. Add the address or domain name, and click 'Add to list'.

### Gmail

1. From your Gmail inbox, open the St Judes Clinic email you have received
2. Click on the arrow next to the reply button on the top right hand corner of the email
3. From the drop down menu, click on "Add sender to contacts"

### Yahoo Mail

1. Click on 'Contacts' in the menu on the left of the page
2. Click 'Add contacts'
3. Add Name and email address
4. Save contact details.

### For AOL

To add our email address to your Address Book or Custom Sender List:

#### \*AOL9.0:

1. Click the "Spam Controls" link (lower right area of your inbox).
2. When the "Mail & Spam Controls" box appears, click "Custom sender list".
3. Choose "allow email from" option
4. Add the domain [admin@stjudesclinic.com](mailto:admin@stjudesclinic.com).
5. Click "Add", then "Save".

#### \*AOL 7 & 8:

1. Go to Keyword Mail Controls.
2. Select the screen name you are using to receive email.
3. Click "Customize Mail Controls For This Screen Name."
- 4a. For AOL version 7.0: In the section for "exclusion and inclusion parameters", include the following domain:[admin@stjudesclinic.com](mailto:admin@stjudesclinic.com)
- 4b. For AOL version 8.0: Select "Allow email from all AOL members, email addresses and domains."
5. Click on "Next" until the "Save" button shows up at the bottom.
6. Click "Save."

### For Outlook 2007

To make sure you can see emails as they were intended to be seen (including images), add our email address to your address book and safe sender list.

To add our email address to your address book:

1. Right click on the "From Sender" email address
2. Choose "Add To Outlook Contacts".

**For Outlook 2003**

To make sure you can see emails as they were intended to be seen (including images), add our email address to your address book and safe sender list.

To add our email address to your address book:

1. Right click on the email subject line.
2. Choose "Add Sender To Address Book".

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**St. Judes**   
physiotherapy, health and well being