Make sure you get important emails

Email is the official form of communication for Inver Hills. Make sure you are getting information about your application, financial aid, tuition notices and more.

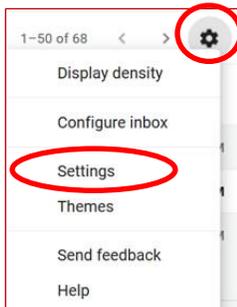## Why would the college's emails go to junk mail (SPAM)?

Webmail providers are cracking down on spam by monitoring outgoing messages. However, their filters aren't 100% accurate, so sometimes legit emails are identified as spam, too. Unfortunately, this means you are not receiving some important student messages in your inbox.
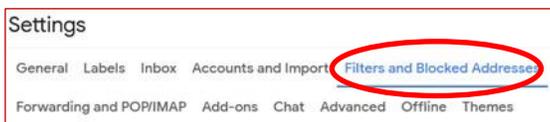
What should I do?

Whitelist your online groups and college's domain, **INVERHILLS.edu**. Here's how:

GMAIL --

1. From a browser, in the drop-down menu under the settings gear at the top right, select **Settings**
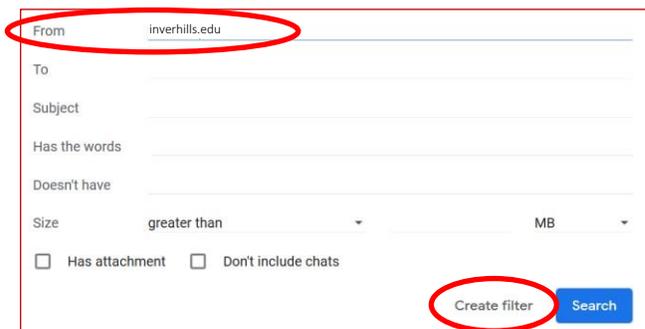

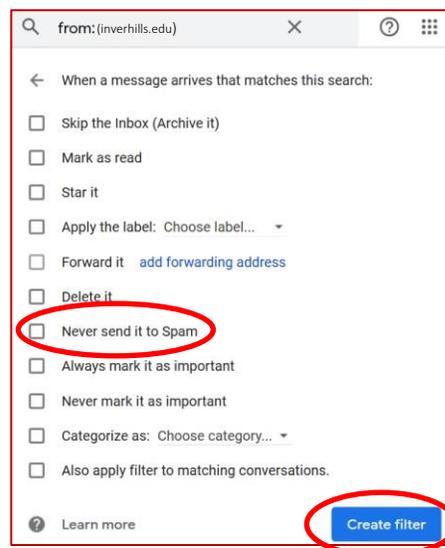2. Select **Filters and Blocked Addresses** at the top

3. At the bottom, select **Create a new filter**

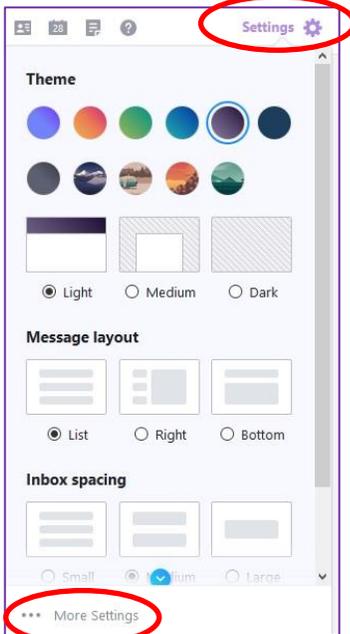4. In the "from" field, enter your college domain and select **Create filter**

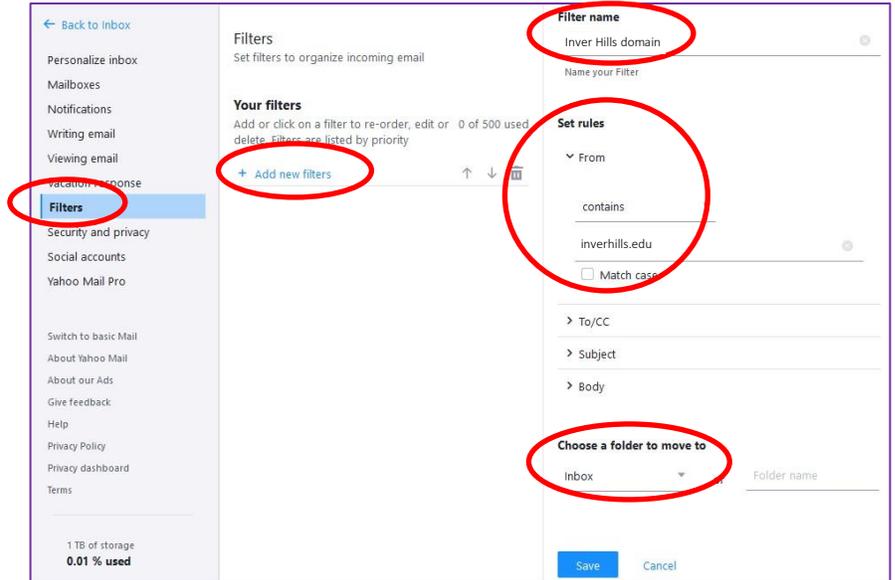5. **Select Never send it to Spam**, then select **Create filter**

YAHOO --

1. Sign into your account at Yahoo.com and select **Settings** gear at top right

   Theme

   Light   Medium   Dark

   Message layout

   List   Right   Bottom

   Inbox spacing

   Small   Medium   Large

   ••• More Settings

2. **Select More Settings**

3. Select **Filters** > **Add new filters**

   ← Back to Inbox

   Filters
   Set filters to organize incoming email

   Personalize inbox
   Mailboxes
   Notifications
   Writing email
   Viewing email
   Vacation response
   Filters
   Security and privacy
   Social accounts
   Yahoo Mail Pro

   Switch to basic Mail
   About Yahoo Mail
   About our Ads
   Give feedback
   Help
   Privacy Policy
   Privacy dashboard
   Terms

   1 TB of storage
   0.01 % used

   Your filters
   Add or click on a filter to re-order, edit or   0 of 500 used
   delete. Filters are listed by priority

   + Add new filters

   Filter name
   Inver Hills domain
   Name your Filter

   Set rules
   ⌄ From
      contains
      inverhills.edu
      ☐ Match case

   › To/CC
   › Subject
   › Body

   Choose a folder to move to
   Inbox ⌄   Folder name

   Save   Cancel

4. In the right column, enter **Filter name**
   Set rules to **From** > **contains** > **domain.edu**
   Under **Choose a folder to move to**, select **Inbox**
   Select **Save**

OUTLOOK, WINDOWS LIVE, HOTMAIL & MSN -----------------------------------

1. Sign into your account at Outlook.com and select **Settings** gear at top right. Select **View all Outlook settings**.
2. Select **Mail** > **Junk email**.
3. Under Safe senders and domains, enter your college domain, inverhills.edu, then press **Enter**
   Select **Save** and confirm your new setting.

   Settings

   🔍 Search settings

   ⚙ General
   ✉ **Mail**
   📅 Calendar
   👥 People

   View quick settings

   Layout
   Compose and reply
   Attachments
   Rules
   Sweep
   Junk email
   Customize actions
   Sync email
   Message handling
   Forwarding
   Automatic replies
   Subscriptions

   Junk email   ✕

   Blocked senders and domains
   Move email from these senders or domains to my Junk Email folder.

   + Add   🔍 Search list

   communications@microsoft.discoverbing.com   ✎ 🗑
   rep.pomeroy@capitolenews.com   ✎ 🗑

   Safe senders and domains
   Don't move email from these senders to my Junk Email folder.

   + Add   🔍 Search list

   Example: abc123@fourthcoffee.com for sender, fourthcoffee.com for domain.
   ✎ 🗑

Inver Hills Community College