



## WHITELISTING MYREC EMAILS

To ensure participants receive important emails from the department and through the registration process, it is recommended that households 'whitelist' MyRec emails.

[noreply@myrecdepartment.com](mailto:noreply@myrecdepartment.com)

[noreply@receipts.myrecdepartment.com](mailto:noreply@receipts.myrecdepartment.com)

### GMAIL

1. Open Gmail in a web browser.
2. Click the **gear icon** → **See all settings**.
3. Go to **Filters and Blocked Addresses**.
4. Click **Create a new filter**.
5. In the **From** field, enter the first email address above.
6. Click **Create filter**.
7. Check **Never send it to Spam**.
8. (Optional) Check **Also apply filter to matching conversations** to fix existing emails.
9. Click **Create filter** again.
10. Repeat for other email address

### YAHOO

1. Sign in to Yahoo Mail.
2. Click the **Settings**.
3. Click **Filters** in the left menu.
4. Click **Add new filters**.
5. Give the filter a name (for example, "Trusted Sender").
6. Under **Set rules**, choose **From** → **contains**.
7. Enter the first email address under the filter value.
8. Under **Choose a folder to move to**, select **Inbox** (or another folder if you prefer).
9. Click **Save**.
10. Repeat for the second email address.

### HOTMAIL

1. Sign in to your Hotmail account at Outlook.com.
2. Click the **Settings** (gear) icon in the upper-right.
3. Click **View all Outlook settings**.
4. Go to **Mail** → **Junk email**.
5. Under **Safe senders and domains**, click **Add**.
6. Enter the first email address above.
7. Click **Save**.
8. Repeat for second email address.

## AOL

1. Click **Options** → **Mail Settings**.
2. Go to **Filters**.
3. Create a new filter that matches the first email address.
4. Set the action to move matching emails to your **Inbox** or another folder.
5. Save the filter.
6. Repeat for the second email.