

TEAMOMAIL: 'SAFE SENDERS' STEP BY STEP GUIDE

HOW TO ENSURE TEAMOMAILS FROM SHC REACH YOUR INBOX



Why is this important for our members?

To ensure we store contact details and communicate within GDPR requirements, we send out the club's weekly newsletters as well as occasional emails with other key information for members via Teamomail. Adding @Teamomail to your safe sender list (also called a whitelist or approved sender list) ensures that you don't miss these and other important emails from the club »»

Googlemail 'How To'

1. Log in to your Gmail account and click the settings icon in the top right corner, then select "See all settings".
2. Click on the "Filters and Blocked Addresses" tab.
3. Click on "Create a new filter".
4. Specify the sender: In the "From" field, enter "@teamomail.com".
5. Click "Create filter".
6. Check the box next to "Never send it to Spam" and then click "Create filter" again.

Outlook / Hotmail 'How To'

Open Outlook/Hotmail in either the desktop app or the web browser and follow the relevant steps...

Outlook Desktop App

1. Go to the Home tab.
2. Click on "Junk" in the "Delete" group and select "Junk Email Options" from the dropdown.
3. In the Junk Email Options dialog box, go to the "Safe Senders" tab.
4. Click "Add" and enter the email address or domain you want to add (e.g., @teamomail.com)
5. Click OK to save.

Outlook Web Browser

1. Click on the settings icon in the top-right corner to open settings.
2. Select "View all Outlook settings" and go to "Mail > Junk email."
3. In the Junk Email settings, scroll to Safe Senders and domains.
4. Click "Add", @teamomail.com, and press Enter.

Need more help? Contact the support team on Teamo chat!