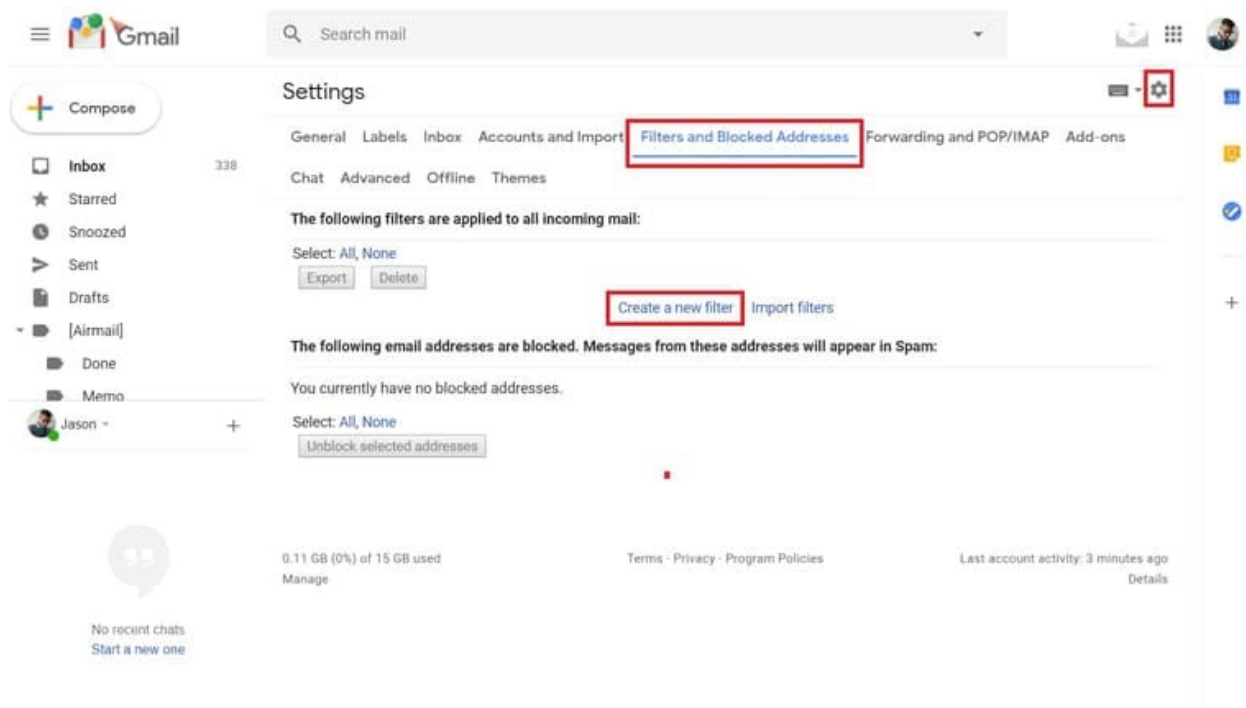Don't Miss Important Messages
from the Art Therapy Credentials Board

**Add the Art Therapy Credentials Board to your
safe sender list "White List"; Here's how:**

How to Whitelist an Email in Gmail

The Gmail whitelist process can be done quickly through the web client:

1. Click the settings button (in the top-right corner of the screen), then select "Settings" from the resulting drop-down menu.

2. Navigate to the tab labeled "Filtered and Blocked Addresses" to access information about your existing filters.

3. Select "Create a new filter" and enter the emails or domains you want to whitelist.
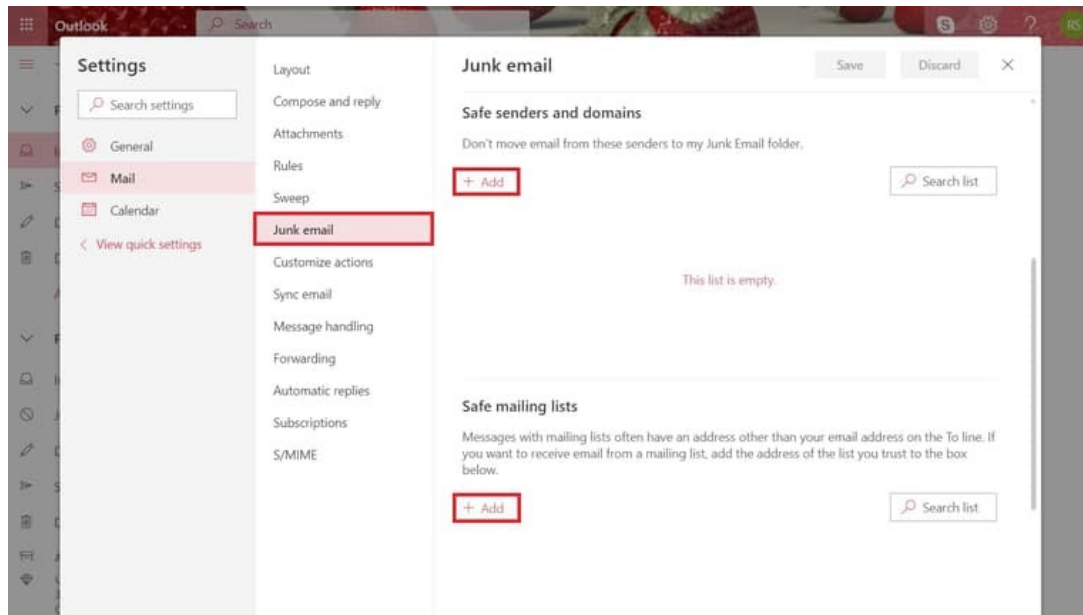

To whitelist a single email address, for example, type the entire address.
atcbinfo@atcb.org

How to Whitelist an Email in Outlook

An address that has been added to safe senders will be pushed to your inbox regardless of your spam filters. To add an address or domain to safe senders:

1. Click on "Settings", then "View all Outlook settings".

2. Go to "Junk email", then choose "Safe senders and domains" or "Safe mailing lists" to select the domain or email you want to whitelist.

3. Enter the domain name or email address you wish to add to Safe senders atcbinfo@atcb.org . Make sure to include the @ character for domain names in order to only whitelist emails with the exact string of characters you entered (and nothing more).
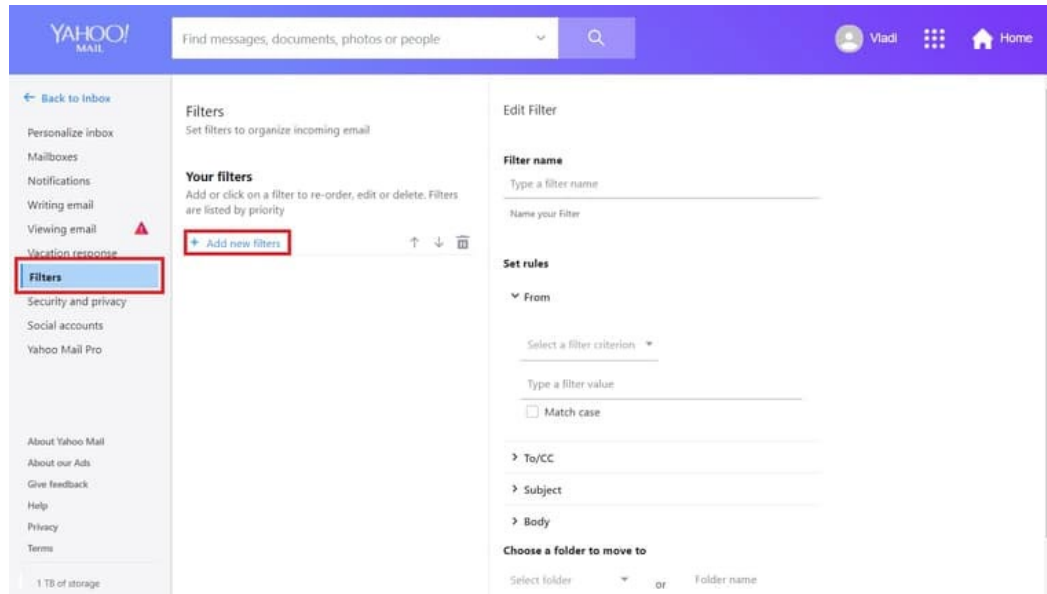
How to Whitelist an Email in Yahoo Mail

As long as you have already received at least one message from the address in question, all you have to do is highlight that message in the Bulk folder and mark it as Not Spam. Once you have identified a single message from a given sender, the Yahoo Mail spam filters will automatically allow future messages from the same address into your inbox.
atcbinfo@atcb.org

On the other hand, if the person you're attempting to whitelist hasn't yet sent you a message, you'll need to go through the following steps to whitelist the address:

1. Navigate to "Settings" icon, then click "More Settings" from the Yahoo Mail menu.

2. Select "Filters" and hit "Add" to enter information about the domain name or sender.

3. From here, you can enter any string of text you want to whitelist in future emails. This could be anything from an email address or domain name to something you expect to be in the body of the message.

How to Whitelist an Email Address in AOL

Here are step-by-step instructions for whitelisting an email address in AOL:

1. Log in to your AOL account.

2. Open Contacts from the left navigation pane.

3. Click the New Contact icon and enter the required information. atcbinfo@atcb.org

4. Click the Add Contact button located at the bottom.

Note for editing: This information came from: https://clean.email/how-to-whitelist-an-email

Some business "Black-list" certain emails, you may want to considering using your personal email address in your MyATCB portal.

Please remember to access your MyATCB portal throughout the year. All communications are upload to the communications tab on your portal. And reminder and update banners are located on your portal homepage.