Make sure you get important emails

Email is the official form of communication for DCTC. 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.
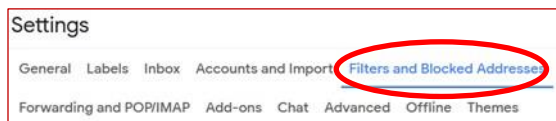
What should I do?

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

GMAIL --

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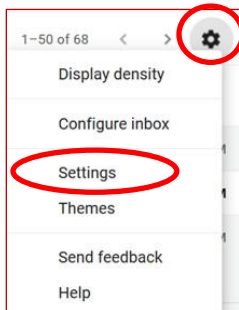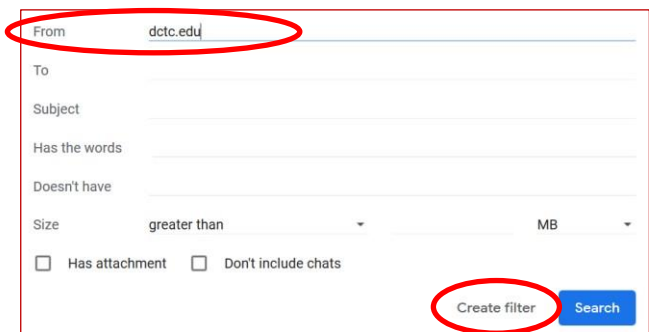
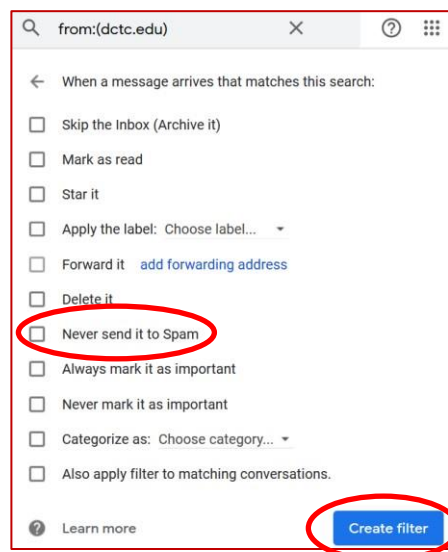

2. Select **Filters and Blocked Addresses** at the top

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

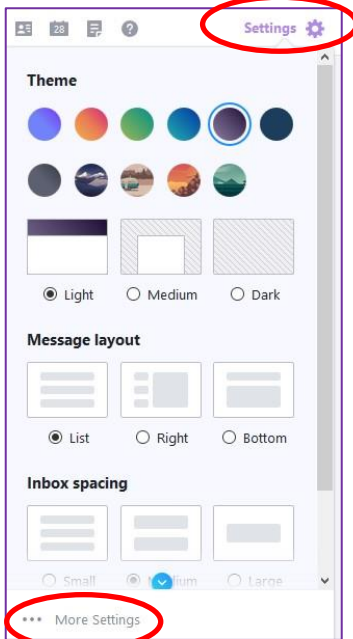4. In the "from" field, enter your college domain and select **Create filter**

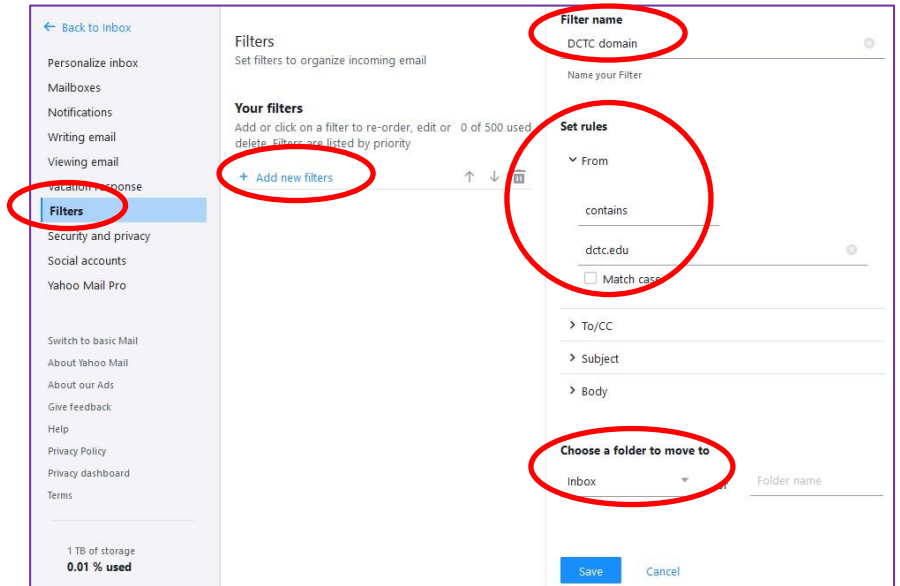5. **Select Never send it to Spam**, then select **Create filter**

YAHOO --

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

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

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**

2. Select **More Settings**

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, dctc.edu, then press **Enter**
   Select **Save** and confirm your new setting.