

Allowlist Instructions

To ensure that you receive all messages, please add the event email address to your address book. This process, also known as "allowlist," ensures that all correspondence is delivered straight to your inbox and is not intercepted by a spam or junk mail filter.

Please allowlist this email address (webinars@blueskyelearn.com), i.e., put it on your safe list so it does not go to spam/junk.

If your corporate email sends emails, from the allowlisted email address, to your quarantine folder please contact your IT department. They need to add the sending IP address to their mail server's SPF record. **The sending IP is: 198.37.154.131.**

Feel free to share these instructions with any of your colleagues that will be attending the event.

For detailed instructions on how to add our e-mail to your contacts list or address book, please click on your ISP (Internet Service Provider) or e-mail software below:



1. Click "Home."
2. Select "Junk" and "Junk Email Options" from the drop-down menu.
3. Select the "Safe Senders" tab followed by "Add".
4. Enter the email address or email domain for the webcast/event.
5. Click "OK".



1. Click "Google Apps" located in the upper right-hand corner.
2. Click "Contacts" from the App menu.
3. Click the "+" button in the lower right-hand corner.
4. Enter the contact information. The contact name should be the event/webcast name and the e-mail address should be the event/webcast email.
5. Click "Save".

NOTE: Each time you *unmark* a message as Spam, your Contacts list is automatically updated so that future messages from that sender are received in your inbox.



1. On the AOL toolbar, click "Contacts".
2. Enter the contact information. The contact name should be the event/webcast name and the e-mail address should be the event/webcast email.
3. Click "Add Contact".



1. Click "Contacts" in the folder list along the left side of your Yahoo! Mail page.
2. Click "New Contact".
3. Enter the contact information. The contact name should be the event/webcast name and the e-mail address should be the event/webcast email.
4. Click "Save".



1. Click the "Address Book" tab.
2. Click "New Contacts" on the left sidebar.
3. Enter the contact information. The contact name should be the event/webcast name and the e-mail address should be the event/webcast email.
4. Click "Save".