



Grasshopper Football Club

GFC Email Communications – “Safe List” Instructions

Don't think that if you have successfully received an email from a sender that you will always receive emails successfully to your inbox from that sender. Spam blocking rules are dynamic and conditions under which emails are sent vary. At anytime emails from a specific sending may be blocked. You must take steps to ensure that GFC emails get thru successfully at all times to your inbox.

The only way for GFC families to ensure that they will always receive email communications successfully from GFC administration and coaches to their inboxes is to place the relevant GFC email addresses into their “safe lists” within their email settings. Some email services have “safe lists” while others provide a way to create filters to allow or block emails from specific senders. Simply adding an email address to your contacts list may help but will normally not ensure that emails will pass directly thru to your inbox. Please start by placing the GFC domain (@grasshopper-fc.com) in your safe lists, or creating filters to ensure that emails from the GFC domain go directly into your inbox. Then also do the same for the email address(es) of your GFC coach and/or manager if their email addresses are not @grasshopper-fc.com addresses.

Below are “safe list” or “filter” instructions for the major email service providers.

Gmail Accounts

Select “Create Filter” > Type domain or email address into field labeled “From:” > Click “Next Step” > Select check-box labeled “Never send to spam” > Click “Create Filter”

Yahoo Accounts

Select “Options” > Select “Mail Options” > Select “Filters” > Select “Add a Filter” > Type a name for the filter into field labeled “Name Filter” > Type domain or email address into field labeled “Sender Contains” > Select “Inbox” from choices in field labeled “Move To” > Click “Save Changes”

Verizon Accounts

Select “My Settings” > Select “Mail” > Select “Blocking” > Scroll down to section entitled “Safe List” > Type domain or email address into field > Click “Add”

Hotmail Accounts

Select “Options” > Select “Mail” > Select “Junk Email Protection” > Select “Safe List” > Type domain or email address into field > Click “Add”

Comcast Accounts

Not sure if Comcast has safe list or filter options

Select “Address Book” > Select “Add Contact” > Type domain or email address into email field > Click “Save”

MS Outlook

With email from sender open, Select “Safe Lists” > Select “Add Sender to Safe Senders List” (to receive emails from just one email address), or “Add Sender's Domain to Safe Senders List” (to receive emails from any email address at a domain)