# Instructions to Whitelist "@olgps.ie"

**Instructions for Outlook (2013):**

1. Go to the 'Home' tab (listed at the very top of your screen)
2. Select 'Junk' from the options shown (usually directly below the 'Home' tab)
3. Select 'Junk E-mail Options' - this will pop up a small window in the middle of your screen.
4. In that popup, go to the 'Safe Senders' tab
5. Click on 'Add'
6. Enter '@olgps.ie' (without the quotes) into the input box shown and click 'OK'
7. The popup window should now display '@olgps.ie'. Click 'OK' to close the window.

**Instructions for GMail**

1. Open the Settings Menu by clicking on the 'gear' icon in the upper-right corner.
2. Select 'Filters and Blocked Addresses' tab from the top of the Settings panel.
3. Click on the 'Create a new filter' link (about mid-way down the screen). This will open a popup window.
4. In the popup window, enter '@olgps.ie' (without the quotes) into the 'From' field.
5. Click on 'Create filter'. This will open a list of checkable options.
6. Check the option 'Never send it to Spam'. Then click the button 'Create filter' at the bottom of the list.

**Instructions for Hotmail/Outlook (free)**

1. Click on the Settings icon (a 'gear') at the top right corner of your screen
2. Under the heading 'Preventing junk email', click on the 'Safe and blocked senders' link.
3. Click on 'Safe Senders'
4. In the box labelled 'Sender or domain to mark as safe' enter '@olgps.ie' (without the quotes).
5. Click on the nearby 'Add to list' button.