

Instructions for Whitelisting Domains

NOTE: These are instruction for whitelisting the domains @egroups.apic.org (used for all MyAPIC discussions) and @informz.net (used for all APIC communications). You will have to whitelist one domain at a time. To whitelist both domains; simply repeat the process for the second domain.

Included ISPs are listed below, click on the link to go straight there:

[AOL version 9.0 or higher \(version 7.0 and 8.0 below\)](#)

[AOL version 8.0 and version 7.0](#)

[Earthlink](#)

[Yahoo!](#)

[Hotmail](#)

[McAfee SpamKiller](#)

[MSN](#)

[NetZero](#)

[Norton AntiSpam](#)

[Other](#)

AOL version 9.0 or higher (version 7.0 and 8.0 below) | [return to top](#)

If you are using AOL, you can ensure that APIC emails are delivered to your inbox by setting your mail controls. Here's how:

1. Click on the 'Mail' Menu in the Menu Bar along the top of the screen, or, Click on 'Mail Center'. Mail Center Screen appears.
2. Under 'Mail Preferences' click on 'Customize your e-mail' and click 'Next'
3. Under 'Essentials' click on 'Spam Controls' and click 'Next'. Mail and Spam Controls Screen appears.
4. On the right panel of the screen make sure that 'Mail filtered by AOL's Advanced Spam Filter' is turned On (checkmark appears), and that underneath that you have both 'Mail with clickable Hyperlinks (URLS)' and 'Mail containing words and phrases on my Custom Word List' turned Off (no checkmark appearing).
5. On the left panel, make sure that 'Block mail containing pictures or files' is turned off (no checkmark appearing).
6. On the left panel select either:
 - o 'Allow mail from all senders' (allows ALL e-mail) or
 - o 'Use a Custom Sender list' (allows selective e-mail)
 - o Note: the other options are too selective to allow e-mail from us, and almost anyone else who might send you e-mail.

If you select Option 1 above: 'Allow mail from all senders', you're done. Thank you for white-listing APIC!

If you select Option 2 above: 'Use a Custom Sender list' proceed as follows:

- Click on the blue link: 'Custom Sender List' that is part of 'Use a Custom Sender List' option. The Custom Sender List appears.
- Make sure you select the second option 'Allow only the domains and senders listed below'
- In the space provided, enter this domain: **@egroups.apic.org (for all MyAPIC discussions) or @informz.net (for all APIC communications)**
- Click 'add'.

To allow e-mail from AOL or your friends at AOL you also want to do the following:

- In the space provided, enter the domain **aol.com** and click 'add'.

- To accept e-mail from other domains, add the other domains in the same way you did above for all of the domains or friends e-mail addresses you want to add.
- Click 'Save' (on the Custom Sender List screen)
- Click 'Save to Apply these Mail Controls' (on the Mail and Spam Controls screen)
- Close any remaining open windows.

Thank you for white-listing APIC!

AOL version 8.0 and version 7.0 | [return to top](#)

If you are using AOL, you can ensure that APIC emails are delivered to your inbox by setting your mail controls. Here's how:

1. Click on the 'Mail' Menu in the Menu Bar along the top of the screen.
2. Click on 'Mail Controls'
3. Click on 'Next'
4. Select 'Customize Mail Controls for this Screen Name', and Click 'Next'
5. Select 'Either'
 - 'Allow e-mail from all AOL members, e-mail addresses, and domains.' (allows ALL e-mail) or
 - 'Allow e-mail from all AOL members, and from the listed domains and e-mail addresses. Block e-mail from all others.' (allows selective e-mail)

If you select Option 1 above: 'Allow e-mail from all AOL members, e-mail addresses, and domains.', you're done. Thank you for white-listing APIC!

If you select Option 2 above: 'Allow e-mail from all AOL members, and from the listed domains and e-mail addresses. Block e-mail from all others' Proceed as follows:

- In the space provided, enter the address **@egroups.apic.org (for all MyAPIC discussions) or @informz.net (for all APIC communications)** and click 'add'.
- Click "Next".
- Select 'Allow this Screen Name to send and receive mail with pictures and files'.
- Click Save to Apply these Mail Controls.

Thank you for white-listing APIC!

Earthlink | [return to top](#)

If you are using EarthLink, you can ensure that APIC emails are delivered to your inbox by adding our domain name to your Address Book. You will also need to remove us from your Blocked List if we are in it (you can do this using the TotalAccess software, or by using WebMail).

Using TotalAccess Mailbox (Windows):

1. First you need to get to the Mailbox for TotalAccess, open TotalAccess and choose the 'Mailbox'
2. then, Click on the 'Address' Button.
3. from the 'File' Menu (click 'File' from TotalAccess Menu), choose 'New Company (Domain)'
4. In the space provided, enter the address **@egroups.apic.org (for all MyAPIC discussions) or @informz.net (for all APIC communications)** and click 'add'.
5. Click 'Ok' to add the domain name.

You should also make sure that we are not appearing in your Blocked Sender List:

- Click the 'Protection' button in the TotalAccess 2004 Task Panel, select 'spamBlocker', and choose 'Settings'.

- Click the 'Edit Blocked Sender List' button.
- Look through the list, and Click on any address that is from APIC (anything **@egroups.apic.org (MyAPIC discussions)** or **@informz.net (APIC communications)**)
- Click the 'Unblock Sender' button to unblock this address
- Repeat the steps above, (clicking on an address, and then the 'Unblock Sender' button) for any APIC addresses listed.
- Click the 'Apply Changes' button.

Using Web Mail (Macintosh, or Windows Online):

1. Sign in to Web Mail if you haven't done so already.
2. Click the 'Address Book' link in the left menu pane, below your inbox and other mail folders.
3. Click the 'All Categories' pull-down menu (middle of white screen, in Address Book section below Checked items) and choose 'Companies (Domains)'.
4. Click the 'Add' button (next to the 'Companies (Domains)' category menu).
5. In the space provided, enter the address **@egroups.apic.org (MyAPIC discussions)** or **@informz.net (APIC communications)**.
6. Click 'Allow This Company (Domain)' button to add the domain name.
7. Click the 'Add' button again (middle left of white screen next to Categories pull-down menu).
8. In the space provided, enter the address **@egroups.apic.org (MyAPIC discussions)** or **@informz.net (APIC communications)**.

You should also make sure that we are not appearing in your Blocked Sender List

- Click the 'spamBlocker' link in the left menu pane, below your Inbox and other mail folders.
- In the list of tabs along the top part of the screen (below where it says spamBlocker) click on 'Settings'
- Click on 'Blocked Sender List' (in the lower right part of the screen)
- Look through the list, and Click on any address that is from APIC (**@egroups.apic.org (MyAPIC discussions)** and **@informz.net (APIC communications)**).
- Click the 'Unblock Sender' button to unblock this address
- Repeat the steps above, (clicking on an address, and then the Unblock Sender button) for any APIC addresses.
- Click 'Save' Button (lower right part of screen)

Thank you for white-listing APIC!

Yahoo! | [return to top](#)

To ensure that APIC email is delivered to your Yahoo Inbox (not the Bulk Mail folder), you can instruct Yahoo to filter it to your Inbox. Here's how:

1. Open your Yahoo mailbox.
2. Click 'Mail Options' (usually Upper Right Corner)
3. Click 'Filters'. (Middle Column under 'Management')
4. Next, click 'Add Filter'.
5. in Filter Name box type 'APIC'
6. In the top row, labeled 'From header:', make sure 'contains' is selected in the pull-down menu.
7. Click in the text box next to that pull-down menu, then enter the following (without quotes):
"@egroups.apic.org" (for all MyAPIC discussions) or "@informz.net" (for all APIC communications)
8. At the bottom, where it says 'Move the message to:', select 'Inbox' from the pull-down menu.
9. Click the 'Add Filter' button again.

Thank you for white-listing APIC!

Hotmail | [return to top](#)

If you are using Hotmail, you can ensure that APIC emails are delivered to your Inbox by adding our "From" address to your Safe List. Here's how:

1. Click the 'Options' link (upper right of screen).
2. Click on the 'Mail' link (left column)
3. Click on 'Junk E-Mail Protection' (first link).
4. Click on 'Junk E-Mail Filter' (first link).
5. From the selection list Choose your Junk E-Mail Filter level select either 'Low', or 'Enhanced' (the first two options), click the 'Ok' button at the bottom of the screen
6. Click on 'Safe List'. (the fifth link down from top)
7. In the space provided 'Type an address or domain:', enter the address **@egroups.apic.org** (**MyAPIC discussions**) or **@informz.net** (**APIC communications**).
8. Click 'Add' button.

Thank you for white-listing APIC!

McAfee SpamKiller | [return to top](#)

SpamKiller works along with Outlook, Outlook Express, Outlook 98, MSN/Hotmail, and POP3 accounts to block UCE (unsolicited commercial email) before it arrives in your inbox. To make sure APIC email passes through, you need to add us to your Personal Friends list or Global Friends List. Here's how:

1. Click the 'Friends' tab
2. Click 'Email Address' or 'Domains' tabs as indicated below to add us to your list
3. Click 'Domains' tab.
4. In the Address box, enter the addresses **@egroups.apic.org (MyAPIC discussions)** or **@informz.net (APIC communications)**.
5. name it 'APIC' choose 'all users at domain' as the type, and Click 'Add'
6. Click on 'Save'

Thank you for white-listing APIC!

MSN | [return to top](#)

If you are using MSN, you can ensure that APIC emails are delivered to your Inbox by adding our "From" addresses to your Safe List. Here's how:

1. Click 'Help & Settings'
2. Click 'Email Settings'
3. Click on 'Safe List'
4. In the space provided 'Add an item to this list:', enter the address **@egroups.apic.org (MyAPIC discussions)** or **@informz.net (APIC communications)**
5. Click 'Add' button

Thank you for white-listing APIC!

NetZero | [return to top](#)

If you're using NetZero, you can ensure that APIC emails are delivered to your Inbox by setting your Junk Mail Filtering Preferences. Here's how:

1. Log in to your NetZero Web Mail account.
2. Click on 'Options' (along the second row down, next to Address Book).
3. Click on 'Safe List' (in far right column, the third option down under Filtering).
4. In the space provided, 'Add Address to Safe List', enter the **@egroups.apic.org (MyAPIC discussions)** or **@informz.net (APIC communications)**.
5. Click 'Add' button

6. Click the 'Save' button (bottom right of screen) to Apply these Mail Options.

Thank you for white-listing APIC!

Norton AntiSpam | [return to top](#)

AntiSpam works along with Outlook, Outlook Express, Netscape and Yahoo (POP3), MSN/Hotmail to block UCE (unsolicited commercial email) before it arrives in your inbox. To make sure APIC emails pass through you need to add us to your Personal Friends list, or Global Friends List. Here's how:

1. Start up Norton AntiSpam, Click the 'Status & Settings' tab
2. Click 'AntiSpam' (middle of the screen).
3. Click Yellow 'Configure' Button (bottom right of screen).
4. Click 'Allowed List' tab (the 2nd Tab on the list of tabs).
5. Click 'Add' button (lower left).
6. In the 'Email Address' box, enter the addresses **@egroups.apic.org (MyAPIC discussions)** or **@informz.net (APIC communications)** (use APIC in the 'Name' field).
7. Click on OK (bottom of screen).

Thank you for white-listing APIC!

Other | [return to top](#)

Many popular e-mail programs, including Outlook, Outlook Express, Eudora, and Netscape don't provide a convenient way for you to white-list the folks you want to receive email from. If you're using this sort of email system and you either aren't getting APIC emails or want to make sure you continue to receive APIC emails in the future, you can do something about it!

Try right-clicking a particular APIC email and among the junk mail option you should be able to block or never block the sender.

If you use a 3rd party spam blocker, we've included instructions for the most popular ones such as McAfee's spamkiller, and Symantec's Norton AntiSpam above, follow those directions, otherwise contact your email provider's customer service department or the postmaster at the company that provides your e-mail or Internet connection (your ISP).

Explain to them that APIC emails are being incorrectly marked as spam. You can request that they white-list APIC. If you are required to provide our domain, it is **@egroups.apic.org (for all MyAPIC discussions)** and **@informz.net (for all APIC communications)**.

Thank you for white-listing APIC!