

## Steps to Ensure You Receive Emails from EW

Follow the simple steps for the IP that pertains to your email address  
Contact your (IP) Internet Provider for further assistance

### AOL Subscribers:

1. From your mailbox screen click on the drop down arrow to the right of the "Mail Options" and then click on Address Book
2. Click the Add button (Add Contact for version 8.0)
3. Type in or cut and paste [benefits@essentiallywomen.ccsend.com](mailto:benefits@essentiallywomen.ccsend.com)

### Yahoo Subscribers

1. From the Mailbox screen click on the drop down arrow to the right of the 'Addresses' and then click **Add Contact**
2. Type in or cut and paste [benefits@essentiallywomen.ccsend.com](mailto:benefits@essentiallywomen.ccsend.com) into the email box and then click **save**.

### MSN 9 Subscribers

1. Click on Settings Email/ Junk Email
2. Click on the Junk Email Guard link
3. Click on Safe List
4. Type in or cut and paste [benefits@essentiallywomen.ccsend.com](mailto:benefits@essentiallywomen.ccsend.com) into the Safe List box and then click Add

### Earthlink Web-mail Subscribers

1. From your Mailbox screen click on the Address Book
2. Click the Add button
3. Type in or cut and paste [benefits@essentiallywomen.ccsend.com](mailto:benefits@essentiallywomen.ccsend.com) in the Email block, and then click the Save button

### Outlook Express on Windows

1. Open the rules window by selecting Tools>Message Rules>Mail
2. Click on the new button at the upper right
3. In the uppermost pane, put a checkmark in the box labeled Where From line contains people
4. Click on people in the bottom pane
5. Add [benefits@essentiallywomen.ccsend.com](mailto:benefits@essentiallywomen.ccsend.com), then click ok
6. In the middle pane, put checkmarks in the boxes labeled Move It to the specified folder
7. Click on Specified in the bottom pane and select a folder to put your spam into
8. Click on OK buttons until the windows are closed

### **Constant Contact ~ Assistance with "blocked" emails – Further assistance maybe needed if you have declined a different delivery through Constant Contact.**

1. Go to the Constant Contact website – the "Help" section at [www.constantcontact.custhelp.com](http://www.constantcontact.custhelp.com)
2. Click on the [My ISP is blocking Constant Contact mail. What can I do?](#) For the correct steps to fix the problem.
3. Copy the information into a new email~ Remember to make the appropriate changes before sending (i.e. name, contact info, etc.)

### Hotmail Subscribers:

1. Select the Options Link in the upper right hand screen
2. Click on Junk Email Protection
3. Click on Safe List
4. Type in or cut and paste [benefits@essentiallywomen.ccsend.com](mailto:benefits@essentiallywomen.ccsend.com)

### MSN Subscribers

1. Click on Email Settings
2. Click on Junk Email link
3. Click on Safe List
4. Click on Add an Item to this List
5. Type in or cut and paste [benefits@essentiallywomen.ccsend.com](mailto:benefits@essentiallywomen.ccsend.com), and then click **Add**

### JUNO/ Netzero Subscribers

1. From you Mailbox screen click on the Address Book tab
2. Next to the Lists tab click the "Add new contact" link
3. Type in or cut and paste [benefits@essentiallywomen.ccsend.com](mailto:benefits@essentiallywomen.ccsend.com) in the Email Address block, and then click the **Save** button

### Outlook 2003

1. From you inbox select Actions then select Junk E-Mail and click on Junk Email Options Address Book
2. Click the Safe Senders tab
3. Type in or cut and paste [benefits@essentiallywomen.ccsend.com](mailto:benefits@essentiallywomen.ccsend.com) into the block area, and then click the OK button