

How do I ensure that I receive emails from Brazos?

Whitelisting an email address means marking it as a trusted sender, ensuring that emails from that address are not sent to your spam or junk folder. The process of marking an email as a safe sender may vary depending on the email provider or client you are using.

There are two emails you may see:

- scholarships@brazos.us.com
- info@mail.brazos.us.com

Below are general instructions for some commonly used email services:

Gmail:

1. **Open the email:** Open the email you want to mark as a safe sender.
2. **Click on the three dots:** In the top-right corner of the email, click on the three vertical dots.
3. **Select "Filter messages like this":** From the drop-down menu, choose "Filter messages like this."
4. **Create a filter:** A new window will appear. Check the box that says "Never send it to Spam" and any other actions you want to apply.
5. **Click on "Create filter":** Click the "Create filter" button to save the changes.

Outlook (Web):

1. **Open the email:** Open the email you want to mark as a safe sender.
2. **Click on the three dots:** In the toolbar above the email, click on the three dots.
3. **Choose "Mark as not junk":** Select "Mark as not junk" from the menu.

Outlook (Desktop)

To whitelist sender as "Safe":

1. **Open the email:** Open the email you want to mark as a safe sender.
2. **Click on the "Junk" dropdown:** In the toolbar, click on "Junk" in the ribbon.
3. **Select "Never Block Sender":** Choose "Never Block Sender" or "Never Block Sender's Domain."

To Remove from Junk folder:

1. **Open the email:** Open the email you want to mark as a safe sender.
2. **Click on the "Junk" dropdown:** In the toolbar, click on "Junk" in the ribbon.
3. **Select "Not Junk":** Choose "Not Junk" from the drop-down menu.

Yahoo Mail:

To whitelist sender as "Safe":

1. Click on the **Address** dropdown menu in the upper left corner of the mail screen.
2. Select **Add Contact** from the address dropdown menu.
3. Type the **Email Address** of the contact and click on **Save Contact**.

To Remove from Junk folder:

1. **Open the email:** Open the email you want to mark as a safe sender.
2. **Click on "Not Spam":** Click on the "Not Spam" button at the top of the email.

Apple Mail:

1. **Open the email:** Open the email you want to mark as a safe sender.
2. **Click on "Not Junk":** Click on "Not Junk" in the email toolbar.

AOL Webmail:

1. Click on the **Addresses** tab in the upper right corner of the Mailbox window.
2. Click the **New** dropdown menu and select **New Contact**.
3. Type the email address of the new contact in the **Screen Name** field and click the **Save** button.

Hotmail/MSN:

1. Click the box next to the message from the sender you would like to add to your contacts list.
2. Click the **Mark as safe** link.
3. Click the **Add Contact** link next to "You've just added this sender to your safe senders list" below "Reply, Reply All, and Forward".

Other Email Clients:

1. **Open an Email:**
 - o Open an email from the sender you want to whitelist.
2. **Check for Whitelisting or Mark as Not Spam Option:**
 - o Look for an option to mark the email as "Not Spam," "Not Junk," or similar, depending on your email client.

Remember that the steps might vary based on updates and changes to the email services or clients. If you encounter difficulties, check the support documentation for your specific email provider or client.