

Always receive e-mails from British Athletics

To make sure you never miss out on British Athletics e-mails, you need to add majorevents@britishathletics.sportmailer.com to your address book, contacts or 'safe senders' list. This means you'll always get emails from us.

How you add us to your safe senders depends on the email provider you're using. Please follow the instructions below for the account you've got.

Microsoft Outlook 2003 - 2007

To add the domain name to your Safe Senders list:

- 1. On the 'Tools' menu, click 'Options'
- 2. On the 'Preferences' tab, click 'Junk Email'
- 3. On the 'Safe Senders' tab, click 'Add'
- 4. In the 'Add Address or domain' box, enter majorevents@britishathletics.sportmailer.com
- 5. Click 'OK

Missing an email from British Athletics? It might have ended up in your 'Junk Email Folder'. If it's in there, right-click on the email, select 'Junk Email' and click 'Add Sender's Domain to Safe Senders List'.

Microsoft Outlook 2010

To add the domain name to your Safe Senders list:

- 1. On the 'Home' tab, in the 'Delete' group, click 'Junk', and then click 'Junk E-mail Options'
- 2. On the 'Safe Senders' tab, click 'Add'
- 3. In the 'Add address or domain' box, enter majorevents@britishathletics.sportmailer.com
- 4. Click 'OK'

Missing an email from British Athletics? It might have ended up in your 'Junk Email Folder'. If it's in there:

Click on your message from British Athletics On the 'Home' tab, in the 'Delete' group, click 'Junk', and then click 'Never Block Sender'



Gmail

To add majorevents@britishathletics.sportmailer.com to your Gmail contacts list:

- 1. Open your Contacts list by clicking Gmail in the top-left corner of your Gmail page, then choose Contacts. If you are a Google Apps user, click Mail and then Contacts. Contacts are also available at www.google.com/contacts
- 2. Click 'New Contact'
- 3. Copy and paste our 'From' address majorevents@britishathletics.sportmailer.com into the top email address dialog box
- 4. Your new contact should auto-save. If it doesn't, click 'Save now'

Missing an email from British Athletics? Check if our British Athletics email is in the 'Spam' folder:

- 1. The 'Spam' button is on the left-hand side on your screen.
- If you can't see it, click 'More' on the left
- 2. Click the box next to your email from British Athletics
- 3. Click the 'Not Spam' button along the top

Microsoft Outlook 2003 - 2007

To add majorevents@britishathletics.sportmailer.com to your Safe Senders list:

- 1. Open your mailbox and click 'Options' (upper right-hand corner). If the options button isn't displayed, you need to hover over the green square next to your account name
- 2. Click 'Mail' on the options on the left-hand side
- 3. Under the 'Preventing Junk email' header, select 'Safe and blocked senders'
- 4. Click 'Safe senders'
- 5. Inside the box 'Sender or domain to mark as safe' enter majorevents@britishathletics.sportmailer.com and click 'Add to list'

Missing an email from British Athletics? Check if our email is in your 'Junk Email Folder'. If it is, open the email and click the 'Not Junk' button. Next, check to see if our email address is in your 'Blocked Senders' list. If you see a message from

britishathletics.sportmailer.com on this list, select it and click the 'Remove' button. If you haven't already added majorevents@britishathletics.sportmailer.com to your safe senders list, please follow the instructions above.



Yahoo

You'll need to set up a filter to redirect British Athletics emails into your inbox:

- 1. Open your mailbox and click on 'Options' (at the top of the page)
- 2. Select 'Mail Options'
- 3. Select 'Filters' on the left of the page
- 4. Click the '+Add' link on the filters page
- 5. Give your filter a name ie 'British Athletics'
- 6. On the row 'Sender Contains', add @britishathletics.sportmailer.com
- 7. Under 'Then deliver the email to the following folder' make sure 'Inbox' is selected

Missing an email from British Athletics? Check if our email is in your Yahoo! 'Spam' folder. If it is, open the email and click the 'Not Spam' button. Next, check to see if the address the email was sent from is in your 'Blocked Addresses' list.

If majorevents@britishathletics.sportmailer.com is on this list, select it and click 'Remove Block'. You'll need to set up a filter following the instructions above.

AOL

- 1. Please add majorevents@britishathletics.sportmailer.com to your Safe Senders list.
- 2. To add us to your Safe Senders list:
- 3. Enter your mail inbox and click 'Contacts' on the left-hand side
- 4. Select 'New Contact'
- 5. Enter a name for your contact ie 'British Athletics'
- 6. Paste majorevents@britishathletics.sportmailer.com into the 'Email 1' box and click 'Add contact'

Missing an email from British Athletics? Check if our email is in your 'AOL Spam Folder'. If it's in there, open the email and click 'This Is Not Spam'. Then you just need to add majorevents@britishathletics.sportmailer.com to your address book as above