

**“Can’t see the image, add [newsletter@kearneycoc.org](mailto:newsletter@kearneycoc.org)” to your safe sender list.**

## **How to Add the Kearney Area Chamber to Your Address Book**

To ensure you receive emails from the Kearney Area Chamber of Commerce, please add [newsletter@kearneycoc.org](mailto:newsletter@kearneycoc.org) to your address book now.

Many corporations and commercial email providers now employ filtering to block unsolicited commercial email (spam). These systems often incorrectly flag newsletters and other subscription-based messages as spam, and redirect these messages to a "bulk" or "trash" folder.



1. Open the Chamber email.
  2. Right click the from address ([newsletter@kearneycoc.org](mailto:newsletter@kearneycoc.org)).
  3. Click "Add Sender to Senders Safe List" in the drop-down dialog box.
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## **Outlook XP/2002**

1. Open the Chamber email.
  2. Right click the from address ([newsletter@kearneycoc.org](mailto:newsletter@kearneycoc.org)).
  3. Click "Add Sender to Contact" in the drop-down dialog box.
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## **Outlook Express**

1. Right-click the email from Chamber
  2. Click **"Add to Address Book"** on the shortcut menu
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1. Open the Chamber email.
2. Click on the "Add Address" icon.
3. The Chamber email address is automatically populated in the name and email fields in the "Add Contact" dialogue box. Verify that the information is correct.
4. Click the Save button.



1. Open the Chamber email.
2. Click on the "More options" link next to the date.
3. Click on "Add sender to Contacts list" in the options below the Subject line.



1. Open the Chamber email.
2. Click "Save Address(es)" at the top of the message.
3. The email address (newsletter@kearneycoc.org) is automatically populated in the email field in the "Add to Address Book" page. Verify that the information is correct.
4. Click "OK"

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## Lotus Notes

1. Open the Chamber email.
2. Select the Actions Menu
3. Select Mail Tools
4. Select "Add Sender to Address Book"

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## Netscape Webmail

- Open the Chamber email.
- Click on the email address (newsletter@kearneycoc.org) in the From field
- Click "**Add to Address Book**" on the popup
- Click the "OK" button.



1. Open the Chamber email.
2. Click "Add to Address Book" link next to the icon on the far right.
3. Our email address is automatically populated in the email field in the "Add to Address Book" page. Verify the information is correct.
4. Click "Add to Address Book."