How to Safelist an Email Address

We want to make sure you receive important emails and newsletters from Wisconsin Early Childhood Association and Wisconsin Early Education Shared Services Network. Please follow the steps below for your email program to add our contacts to your safe sender list. If you don't see emails from WECA/WEESSN that you expect, please check your spam/junk filter. If you have questions, contact jwipperfurth@wisconsinearlychildhood.org or call (608) 729-1061.

Here are some examples of email addresses to safelist:
- your coach/main contact at WEESSN
- afewel@wisconsinearlychildhood.org – WEESSN Wrap-Up Newsletter and Training Emails
- hjimenezgerman@wisconsinearlychildhood.org – WEESSN Wrap-Up Newsletter (Spanish)
- weca@wisconsinearlychildhood.org – Farm to ECE Newsletter and many other communications
- TheTeam@WiserECE.org – Wisconsin Shared Education Resources newsletters
- Domain name: wisconsinearlychildhood.org
- Any WECA programs, including T.E.A.C.H., REWARD, Food Program, and WECA/Raising Wisconsin Advocacy Digest/Alerts, etc.

In Gmail
1. Click the **cog icon** in the top-right corner, and then **Settings**
2. Click on **Filters** and **Blocked addresses** and then **Create a new filter**
3. Enter the email addresses from WEESSN/WECA you want to have easy access to in the **From** field.
4. Click **Create filter**
5. In the box headed **When a message arrives that matches this search**, select **Never send it to spam**
6. Click the **Create filter** button

In Yahoo
1. Click the **cog icon** in the top-right corner, and then …**More Settings**
2. Click **Filters** and then **Add new filters**
3. Under **Set rules**, select **From**
4. Enter the email addresses from WEESSN/WECA you want to have easy access to in the **Type a filter value** field.
5. Select **Inbox** as the folder to move the email to
6. Click **Save**

In Outlook
1. On the Ribbon, from the **Home tab**, in the **Delete group**, select **Junk**
2. From the drop-down list, select **Junk E-mail Options**
3. Select the **Safe Senders** tab
4. Click **Add**
5. In the **Add address or domain** dialog box, type an email address or domain from WEESSN/WECA you want to have easy access to.
6. Click **OK**, then **OK** again

In Outlook.com (Hotmail)
1. Click the **cog icon** in the top-right corner, and then **View all Outlook settings**
2. Click **Mail** and then **Junk email**
3. Under **Safe senders and domains**, select **Add**
4. Enter the email address or domain from WEESSN/WECA you want to have easy access to and hit **Enter.**
5. Click **Save**