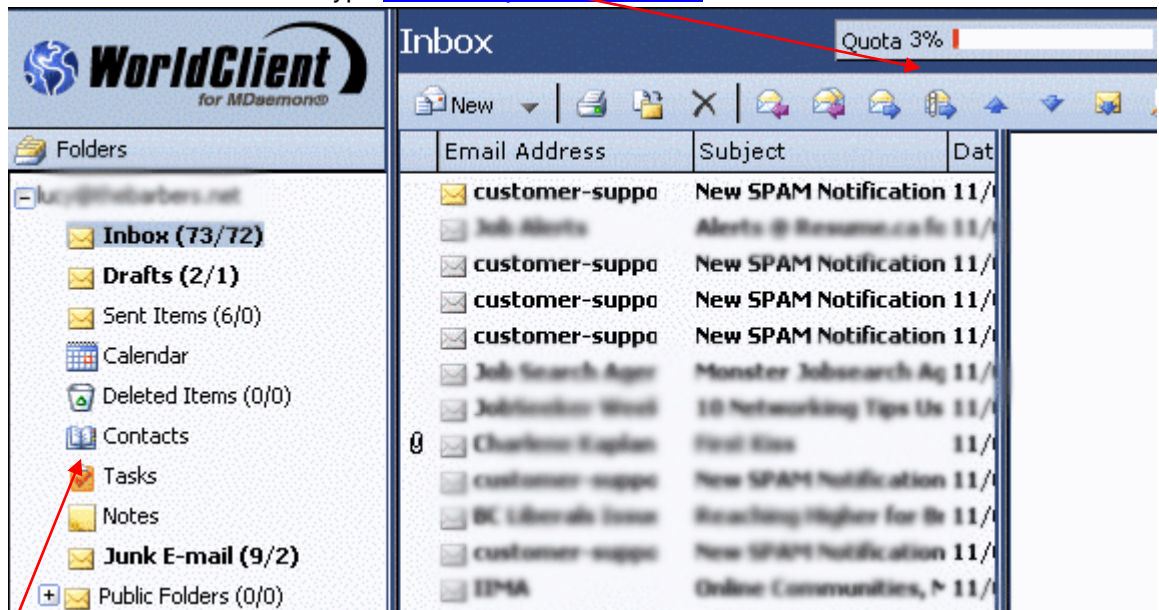


White List – How do I do it?

White listing is done to allow emails that are actually legitimate to be sent to your inbox directly instead of being tagged as Spam. Due to the massive quantity of Spam some emails that are not spam tend to get tagged as Spam. Your online address book is your white list. So we recommend that you keep your online address book updated with all your current users by installing the “ComAgent” that comes with your online mail (more info on this can be found on our documents page at <http://www.dynaworx.com/Documents.htm>).

There are two ways to white list and both are best performed within your Online Web Mail – World Client Spam Folder

1. Forward the email as an attachment:
 - a. Highlight the email you want to forward and click on the forward as an attachment icon. It is the one with a paperclip attached to it.
 - b. A new window will open with the email attached
 - c. Then in the “to” field type whitelist@yourdomain.com and hit send



2. Add the address to white list directly by adding it to your address book
 - a. Open the email you want to white list and copy the email address then click on your contacts and add the address as a new contact this will also white list it.