

VASANTDADA SUGAR INSTITUTE

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Please see how to add our domains in Safe Senders List or Whitelist to your email account.

P.T.O.

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Add our domain vsisugar.com, vsisugar.org.in & vsisugar.org to your email Address Book [Safe Senders List]

To ensure that you receive mail from any email address on our 3 domains – vsisugar.com, vsisugar.org.in & vsisugar.org , please log in to your e-mail (especially for free email service providers like Gmail, Yahoo!, Hotmail, AOL, Rediffmail etc.) and add our email addresses listed above to the Addressbook / Contacts OR See if addresses from our domain(s) are not blocked OR follow the simple steps to add above three domains to “Safe Senders” or “Whitelist” by creating “Mail Filters” that contains domain name entered in “From” field.

Spam or Junk email filters are used to ensure that recipients are not attacked with emails you have not requested. But sometimes they (mostly free email service providers powerful Spam filters) can also block legitimate emails that are from authentic sources. Such authentic emails are unfortunately delivered to Spam or Junk folder.

To prevent emails send from our domains vsisugar.com, vsisugar.org.in or vsisugar.org to unfortunately dropping in Spam/Junk, you (the recipient) are requested to

1. Add our (sender) email address(es) to addressbook or contacts (either by adding one address at a time OR by creating (in Excel) & importing .CSV (Comma Separated Values) file of all our senders into your addressbook or contacts, the latter will import (add) all email addresses at once). Send official correspondence to our official webmail address(es) and you will receive reply in your Inbox from the specific address(es).
2. Go to Spam/ Junk folder, see if our emails are delivered. Manually clicks “Not Spam” or “Not Junk” button by selecting email from our domain senders address OR
3. **Add domain(s) to Safe Senders or Whitelist**, by **Creating Filters** in your email account **settings/ mail options**.

Please see below for instructions on how to add us to “Safe Sender” Filters:

Hotmail/MSN

1. **Add Domain(s) to “Safe Sender” list** by click on Settings -> More Mail Settings -> Safe and blocked senders -> Safe Senders -> Enter individual sender address or Domain **vsisugar.com** -> Add to list>> to mark vsisugar.com as safe
2. **Repeat the process twice for two other domains** namely, vsisugar.org.in and vsisugar.org

Google Mail

1. **Add Domain(s) to “Safe Sender” list** by click on Settings -> Filters -> Creating a new filter -> Enter **vsisugar.com** in “From” box -> Enter **@vsisugar.com** in “Has the word” box -> Create filter with this search -> Enable/ Check mark (✓) the options “Never send it to Spam” -> (you may Check mark (✓) the options “Also apply filter to ... matching conversation”) click Create filter.
2. **Repeat the process twice for two other domains** namely, vsisugar.org.in and vsisugar.org

Yahoo!

1. **Add Domain(s) to “Safe Sender” list** by click on Options -> Mail Options -> Filters -> +Add -> Enter filter name **vsisugar.com** -> Enter in Sender-Contains field **vsisugar.com** -> Keep default setting “Then deliver the email to the following folder”-Inbox as it is -> Click on save.
2. **Repeat the process twice for two other domains** namely, vsisugar.org.in and vsisugar.org

Rediffmail

1. **Add Domain(s) to “Safe Sender” list** by click on Settings -> (Mange Mails) Mail filters -> Add new mail filter -> Enter in From-Contains field **@vsisugar.com** -> Keep default setting “Move to folder”-Inbox as it is -> Click on save filter.
2. **Repeat the process twice for two other domains** namely, vsisugar.org.in and vsisugar.org.

AOL

1. **Add Domain(s) to “Safe Sender” list** by click on Options -> Settings -> Filters and alerts -> Create filter -> Enter filter name **vsisugar.com** in “Create a filter called” field -> Enter in **@vsisugar.com** in “From” field -> Select “Move to folder”, click on “New Folder”, Enter **VSI** as new folder name and click ‘+’ to Add -> Click “Create” button.
2. **Repeat the process twice for two other domains** namely, vsisugar.org.in and vsisugar.org
Here when creating second filter, Please select “Move to folder” to **VSI**, as its already created and displayed in drop down list. After creating all three filters separately for three domains namely vsisugar.com, vsisugar.org.in and vsisugar.org, your email account will receive emails from these three domains and deliver it to **VSI** folder.