

## For Parents / carers with BT Internet addresses

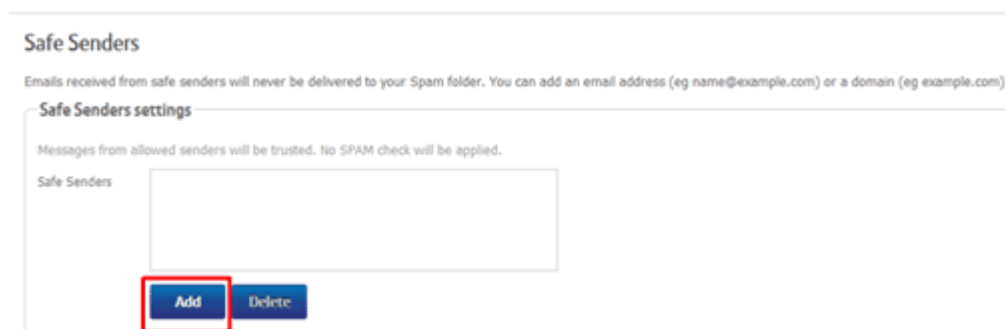
Adding your school's email address to the "Safe sender" list.

You can keep control of your email account by blocking senders that you don't want to receive emails from and approving senders that you do.

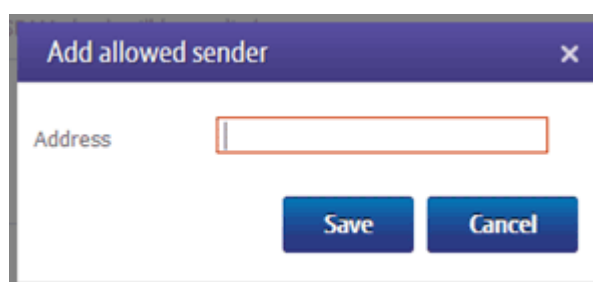
If a particular sender's email messages frequently get delivered to your Spam folder then this will stop that happening. Messages from safe senders are never put in to your Spam folder. You can add an individual email address (for example, name@example.com) or an email domain such as example.com.

To add a safe sender:

1. From the **Settings** tab, select the "**Safe senders**" folder and click on the **Add** button



2. Add the email address you want to mark as safe and click **Save**



Your school's email address is: **3564039@Capita-InTouch.co.uk**

3. After a confirmation message the email address will be added to your list of safe senders

References:

Bt.custhelp.com. (2017). *Using BT Mail's anti-spam features* | BT. [online] Available at: [http://bt.custhelp.com/app/answers/detail/a\\_id/531113/~/using-bt-mails-anti-spam-features](http://bt.custhelp.com/app/answers/detail/a_id/531113/~/using-bt-mails-anti-spam-features) [Accessed 29 Aug. 2017].