

# How to Add an OMCA/MCC as a Safe Sender

The following is an overview of how to add OMCA's email addresses to your Safe Sender list so that you don't miss any of our communications.

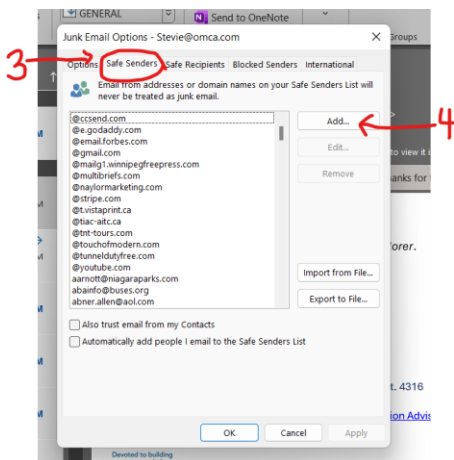
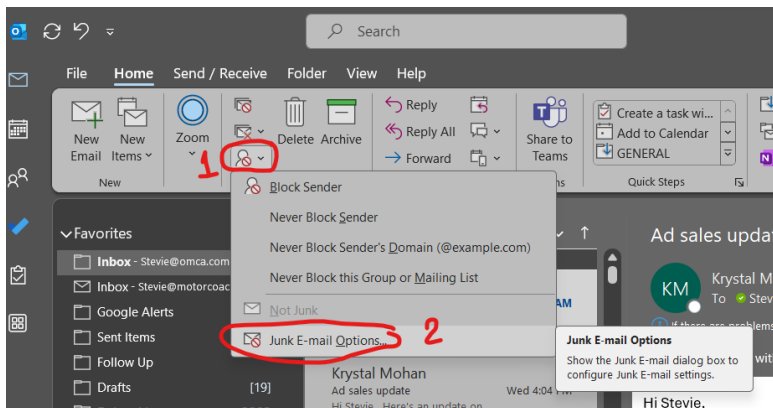
The emails that you should add to that list are:

- [news@omca.com](mailto:news@omca.com)
- [info@omca.com](mailto:info@omca.com)
- [membership@omca.com](mailto:membership@omca.com)
- [events@omca.com](mailto:events@omca.com)
- [vince@omca.com](mailto:vince@omca.com)
- [info@motorcoachcanada.com](mailto:info@motorcoachcanada.com)

## Microsoft Outlook (desktop)

From the Home Tab (typically the default tab):

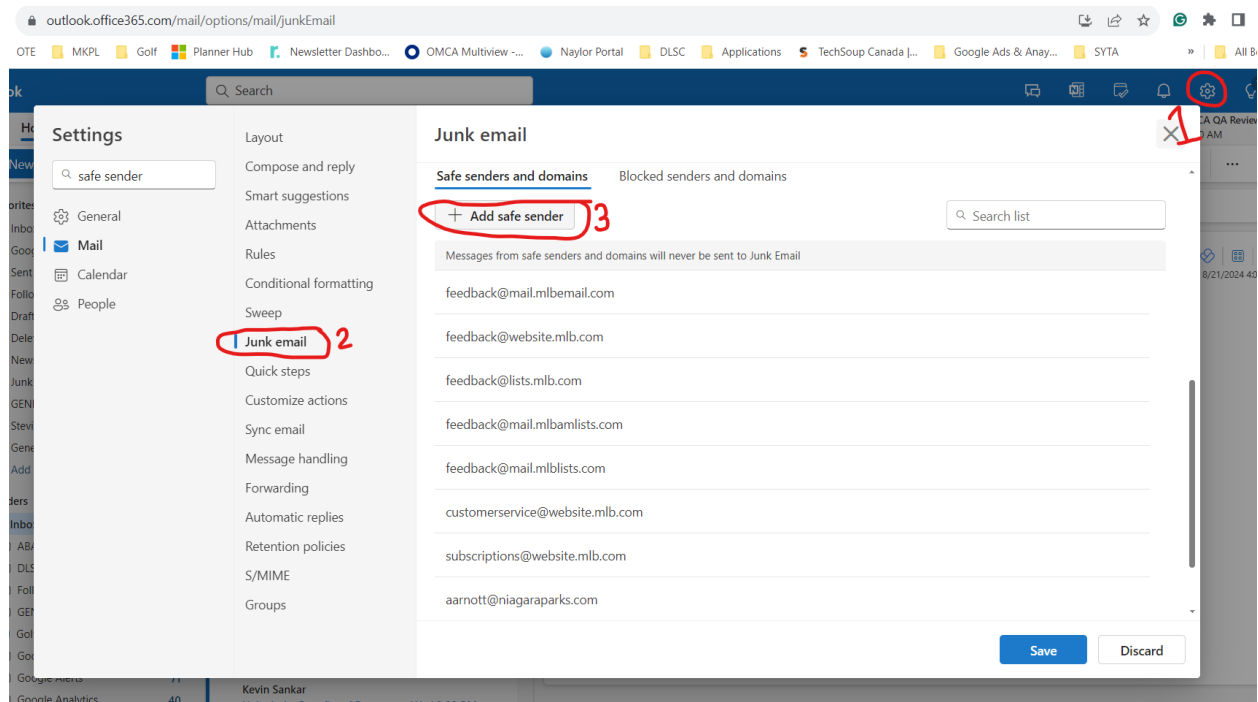
1. Click on **Junk**
2. Then click **Junk Settings**
3. In the new window, click the **Safe Senders** tab
4. Then click **Add** to add the emails listed above one at a time.



## Microsoft Outlook (web)

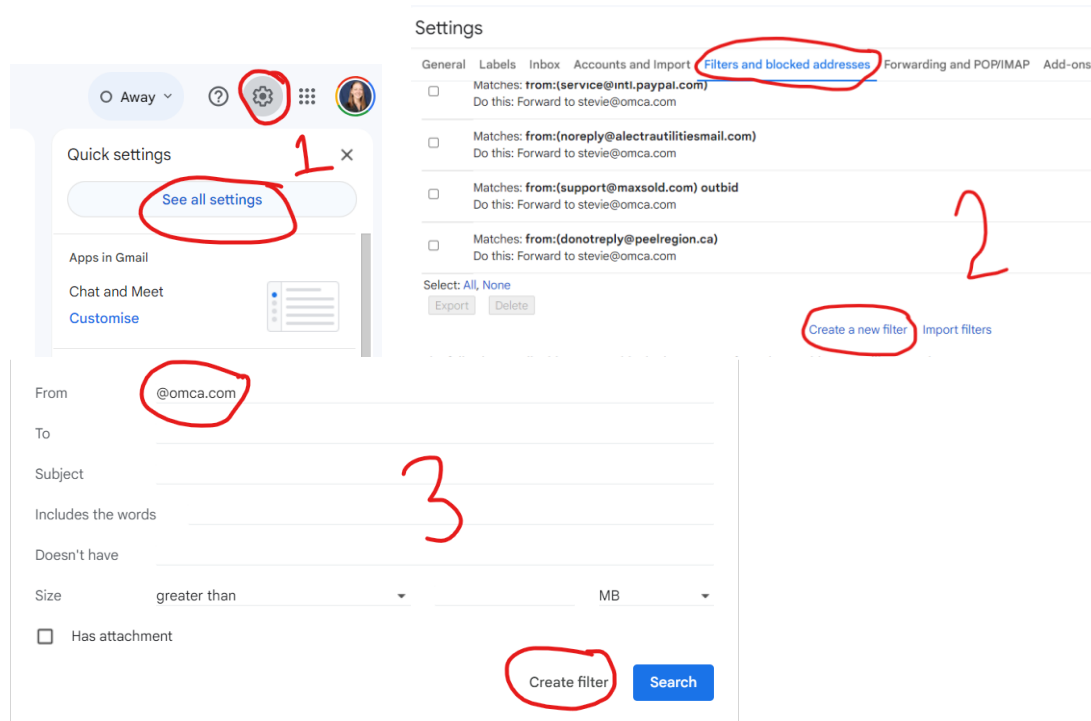
In the Microsoft Outlook webpage of your browser:

1. Navigate to your **Settings (cog in the top right corner)**
2. Find the settings for **Junk Email**
3. When those settings are open, click on **Add Safe Sender**
4. Enter the following emails one at a time
  - a. [news@omca.com](mailto:news@omca.com)
  - b. [info@omca.com](mailto:info@omca.com)
  - c. [membership@omca.com](mailto:membership@omca.com)
  - d. [events@omca.com](mailto:events@omca.com)
  - e. [vince@omca.com](mailto:vince@omca.com)

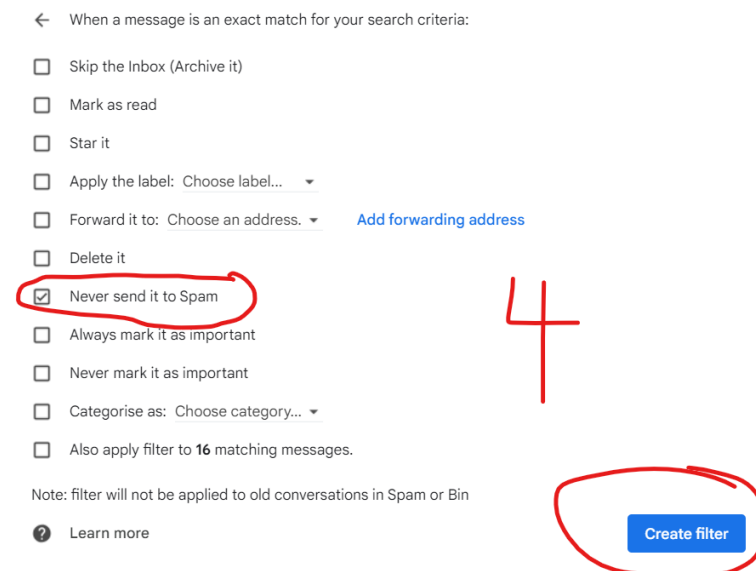


## In Gmail

1. **Click the cog** (sprocket) icon in the top-right corner, and then **See All Settings**
2. Click on **Filters and Blocked Addresses**, scroll down and click **Create a new filter**
3. Enter **omca.com** in the From field and click **Create Filter**.
4. In the final window asking what to do with emails from that address, select **Never Send to Spam** and then **Create Filter**



The screenshot shows the Gmail Settings interface. In the top right, the 'Filters and blocked addresses' tab is selected. Below it, a list of filters is shown. A red circle highlights the 'Filters and blocked addresses' tab, and a red arrow points to the 'Create a new filter' link. Below this, the 'Create a new filter' dialog is shown. The 'From' field is filled with '@omca.com'. A red circle highlights the '@omca.com' text, and a red arrow points to the 'Create filter' button. The 'Create filter' button is also circled in red.



The screenshot shows the 'When a message is an exact match for your search criteria:' screen. A list of actions is shown, including 'Skip the Inbox (Archive it)', 'Mark as read', 'Star it', 'Apply the label: Choose label...', 'Forward it to: Choose an address.', 'Delete it', 'Never send it to Spam', 'Always mark it as important', 'Never mark it as important', 'Categorise as: Choose category...', and 'Also apply filter to 16 matching messages.' The 'Never send it to Spam' option is selected, and a red circle highlights it. A red arrow points to the 'Create filter' button at the bottom right, which is also circled in red.