Safe-Sender Guidelines

Lab Manager®

This document contains a list of popular email clients. Scan the page to find your client, then follow the directions below to add emails from Lab Manager to your safe-sender list. This will help to ensure that our emails are delivered to your inbox.

Gmail	1. In the search box at the top, **select the Show Search Options icon**. 2. In the "From" section **enter @labmanager.com**. 3. At the bottom of the search window, click **Create filter**. 4. Check the box beside **Never Send it to Spam**. 5. Click **Create filter.** For more information, **Click here**.
Outlook 2010 and newer	1. On the Home tab, in the Delete section, click **Junk Icon.** 2. Click **Junk E-mail Options**. 3. Click on the **Safe Senders tab**. 4. Click the **Add...** button. 5. **Enter @labmanager.com**. 6. Click **OK** to finish. 7. Click **OK** to close the Junk Email Options. For more information, **Click here**.
Yahoo	1. Click **the Settings icon** in the top right corner of your screen. 2. Click **More settings.** 3. Click **Filters** from the left-hand menu. 4. Click **Add new filters.** 5. Name your filter. 6. In the **Set rules** section, select **"From" and "Contains".** 7. In the **Type a filter value** section, enter **@labmanager.com**. 8. In the area labelled "**Choose a folder to move to", select Inbox** 9. Click **Save**. For more information, **Click here**.

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Email Clients in this section will not allow you to add contacts to a safe sender list prior to receiving a message. In this case, you will need to locate your email in the Junk Mail folder and then follow the directions to mark it as safe.

Apple Mail (Mobile)	1. Go to your **Junk folder.** 2. Locate the email from **Lab Manager**. 3. Open the email the **click on the sender name** that appears next to the word From: 4. Click **Create New Contact.** 5. Click **Done** to save. 6. Click **Done** again to return to the email.
Mac Mail	1. Open Mail app. 2. Choose **Mail > Preferences**. 3. Go to **Junk Mail** from the menu list along the top of your screen. 4. Make sure **Address Book**, and **Previous Recipients** options **are checked**. 5. **Exit** the Preferences Window. 6. **Add @labmanager.com to your Address Book.app**

Mozilla Thunderbird	1. Put **Lab Manager** in your address book.
	2. Go to **Tools > Account Settings > Junk Settings**
	3. **Select:** enable adaptive junk mail controls for this account
	4. Under 'do not automatically mark mail as junk if the sender is in:'
	  a. Select the **address book**
	  b. Select **"Move new junk messages to"**
	    i. If pop select: Junk folder on mail account name
	    ii. If IMAP select 'Other' and Junk / Spam folder on IMAP mail account.
	  c. Click on **OK** to save changes.
	
	For more information, **Click here**.

Outlook App for iOS and Android	1. Go to the **People tab.** 2. **Tap the + sign.** 3. **Add Lab Manager's contact information**. For more information, **Click here**.