



Whitelist Us

Outlook 2010, 2013 & 2016

1. In the home tab, click the Junk drop down menu
2. Then click Junk Email Options
3. Navigate to the Safe Recipients tab
4. Click the Add button
5. Type in events@mcca.com
6. Click OK
7. Perform steps 4-6 and add the additional following emails:
 - o info@mcca.com
 - o programs@mcca.com
 - o awards@mcca.com
 - o hotjobs@mcca.com
 - o scholarships@mcca.com

Outlook 2003 & 2007

1. Go to Tools menu, click Options
2. On the Preferences tab, click Junk E-mail button
3. On the Safe Senders tab, click Add
4. In the Add address, put events@mcca.com
5. Click OK
8. Perform the same steps and add the additional following emails:
 - o info@mcca.com

- programs@mcca.com
- awards@mcca.com
- hotjobs@mcca.com
- scholarships@mcca.com

6. Gmail

1. Click the Google Apps icon on any Gmail page
2. Click the Contacts icon
3. Click the Create contact button
4. Click Create a contact
5. Add events@mcca.com into the primary email address dialog box
6. Click Save
7. Perform steps 4-6 and add the additional following emails:
 - info@mcca.com
 - programs@mcca.com
 - awards@mcca.com
 - hotjobs@mcca.com
 - scholarships@mcca.com

Yahoo

1. Click Settings and select More Settings
2. Select the Filters tab
3. Click the "Add new filters" link on the Filters page
4. Type MCCA for the Filter name
5. Update the "From" rule with the following 2 pieces of information:
 - In the "Select a filter criterion" choose "contains"
 - In the "Type a filter value" type events@mcca.com
6. Under the "Choose a folder to move to" section, select "Inbox" from the Select folder drop down menu

7. Click Save
8. Perform steps 4-7 and add the additional following emails:
 - info@mcca.com
 - programs@mcca.com
 - awards@mcca.com
 - hotjobs@mcca.com
 - scholarships@mcca.com

Hotmail

1. Open your mailbox and click Options
2. Click More mail settings
3. Click the Safe and blocked senders link
4. Select the Safe senders link
5. In the "Sender or domain to mark as safe" field, insert events@mcca.com
6. Click the Add to list button
7. Perform steps 5-6 and add the additional following emails:
 - info@mcca.com
 - programs@mcca.com
 - awards@mcca.com
 - hotjobs@mcca.com
 - scholarships@mcca.com