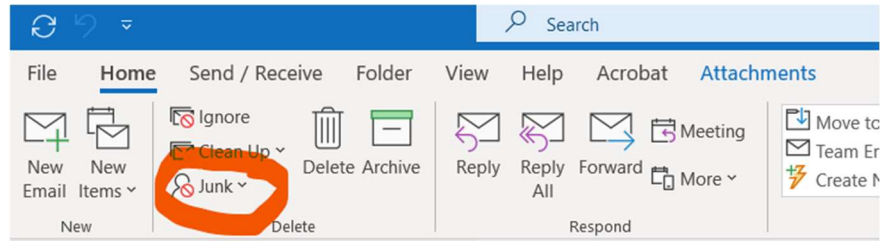


# How to add our County Domain to your Safe Senders List on your Email Program

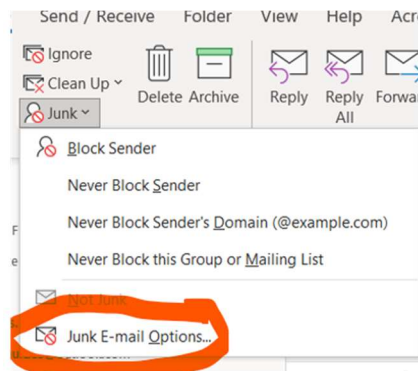
(See Outlook/Yahoo/Gmail pages as appropriate):-

## Outlook:-

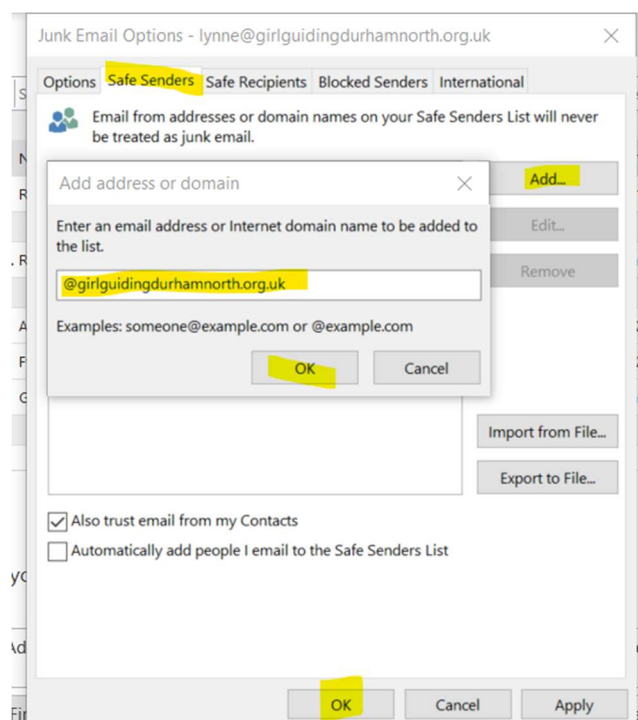
Step 1 = Go to "Junk" in you top menu and click the down arrow



Step 2 = Select Junk Email Option



Step 3 = Click on the Safe Senders tab, click Add, add in @girlguidingdurhamnorth.org.uk, Ok, Ok



Outlook.....continued:

It may help to add the following contacts to your contact list:-

[office@girlguidingdurhamnorth.org.uk](mailto:office@girlguidingdurhamnorth.org.uk)

[countycommissioner@girlguidingdurhamnorth.org.uk](mailto:countycommissioner@girlguidingdurhamnorth.org.uk)

[cc@girlguidingdurhamnorth.org.uk](mailto:cc@girlguidingdurhamnorth.org.uk)

[training@girlguidingdurhamnorth.org.uk](mailto:training@girlguidingdurhamnorth.org.uk)

Also... you own Division Commissioner's Guiding email address is as follows:-

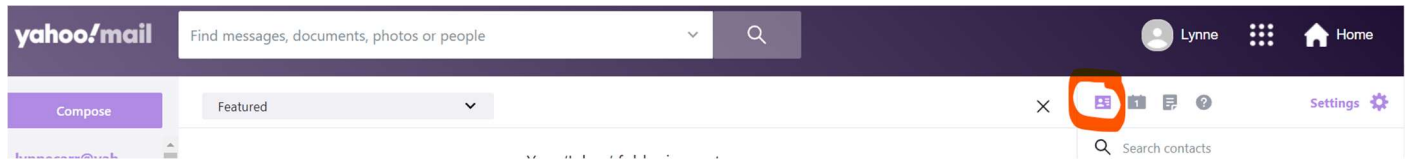
<b>Division</b>	<b>Email Address</b>
Blaydon	blaydondc@girlguidingdurhamnorth.org.uk
Derwentside	derwentsidedc@girlguidingdurhamnorth.org.uk
Gateshead	gatesheaddc@girlguidingdurhamnorth.org.uk
Jarrow	jarrowdc@girlguidingdurhamnorth.org.uk
South Shields	southshieldsdc@girlguidingdurhamnorth.org.uk
Sunderland North	sunderlandnorthdc@girlguidingdurhamnorth.org.uk
Sunderland South	sunderlandsouthdc@girlguidingdurhamnorth.org.uk
Washington and Houghton	washingtonhoughtondc@girlguidingdurhamnorth.org.uk
Whickham	whickhamdc@girlguidingdurhamnorth.org.uk

## **Yahoo:-**

Yahoo suggest simply adding the email address to your contact list.

Log into your Yahoo Mail account

Select the Contact Icon



Click on + Add a contact at the bottom.

It may help to add the following contacts to your contact list:-

[office@girlguidingdurhamnorth.org.uk](mailto:office@girlguidingdurhamnorth.org.uk)

[countycommissioner@girlguidingdurhamnorth.org.uk](mailto:countycommissioner@girlguidingdurhamnorth.org.uk)

[cc@girlguidingdurhamnorth.org.uk](mailto:cc@girlguidingdurhamnorth.org.uk)

[training@girlguidingdurhamnorth.org.uk](mailto:training@girlguidingdurhamnorth.org.uk)

Also... you own Division Commissioner's Guiding email address is as follows:-

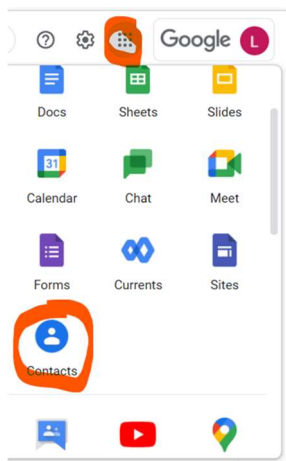
<b>Division</b>	<b>Email Address</b>
Blaydon	blaydondc@girlguidingdurhamnorth.org.uk
Derwentside	derwentsidedc@girlguidingdurhamnorth.org.uk
Gateshead	gatesheaddc@girlguidingdurhamnorth.org.uk
Jarrow	jarrowdc@girlguidingdurhamnorth.org.uk
South Shields	southshieldsdc@girlguidingdurhamnorth.org.uk
Sunderland North	sunderlandnorthdc@girlguidingdurhamnorth.org.uk
Sunderland South	sunderlandsouthdc@girlguidingdurhamnorth.org.uk
Washington and Houghton	washingtonhoughtondc@girlguidingdurhamnorth.org.uk
Whickham	whickhamdc@girlguidingdurhamnorth.org.uk

**ALSO.....**

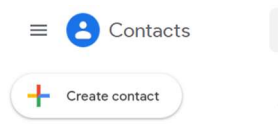
**If you have found any County emails in your Spam Folder. Please select the message and click the "Not Spam" button in the toolbox to immediately send the email to the Inbox Folder.**

## **GMAIL:-**

Log into your Google account and navigate to your Contact via the box of dots, the Contact



Please add the following contacts, using + Create Contact:-



It may help to add the following contacts to your contact list:-

[office@girlguidingdurhamnorth.org.uk](mailto:office@girlguidingdurhamnorth.org.uk)

[countycommissioner@girlguidingdurhamnorth.org.uk](mailto:countycommissioner@girlguidingdurhamnorth.org.uk)

[cc@girlguidingdurhamnorth.org.uk](mailto:cc@girlguidingdurhamnorth.org.uk)

[training@girlguidingdurhamnorth.org.uk](mailto:training@girlguidingdurhamnorth.org.uk)

Also... you own Division Commissioner's Guiding email address is as follows:-

<b>Division</b>	<b>Email Address</b>
Blaydon	blaydondc@girlguidingdurhamnorth.org.uk
Derwentside	derwentsidedc@girlguidingdurhamnorth.org.uk
Gateshead	gatesheaddc@girlguidingdurhamnorth.org.uk
Jarrow	jarrowdc@girlguidingdurhamnorth.org.uk
South Shields	southshieldsdc@girlguidingdurhamnorth.org.uk
Sunderland North	sunderlandnorthdc@girlguidingdurhamnorth.org.uk
Sunderland South	sunderlandsouthdc@girlguidingdurhamnorth.org.uk
Washington and Houghton	washingtonhoughtondc@girlguidingdurhamnorth.org.uk
Whickham	whickhamdc@girlguidingdurhamnorth.org.uk

## **ALSO.....**

**If you have found any County emails in your Spam Folder. Please select the message and click the "Not Spam" button. If you still find County Emails going into your spam folder despite these actions, there are ways of creating filters in Gmail, however this is not likely to be needed. If you need further help, please email [lynne@girlguidingdurhamnorth.org.uk](mailto:lynne@girlguidingdurhamnorth.org.uk)**