How to Check Your Spam Filter and ‘Whitelist’ Emails.

How to Check Your Spam Filter

MSN Hotmail
1. Log into your email account.
2. To check your Junk Folder, select the Junk folder link on the left.

Yahoo! Mail
1. Log into your email account.
2. To check your Spam Folder, simply click the Spam folder on the left.

AOL Mail
1. Log into the AOL® service.
2. Click the Mail menu, then click Spam Folder.
3. Your Spam Folder will open and display messages designated as spam.

Gmail
1. Log into Gmail
2. If the Spam folder does not appear on the left, select the “more” option
3. Select Spam to view messages in the spam folder

Adding Zumba® Fitness to your Safe Senders list

Whitelisting a sender ensures that messages from a specific email address are always sent to your inbox.

MSN Hotmail
Add the From address you want to receive mailings from to your Hotmail Safe List:
1. Open your mailbox and click “Options” (upper right hand corner).
2. Click the “Junk E-Mail Protection” link.
3. Select the “Safe List” link.
4. Add noreply@zumba.com into the dialog box titled “Type an address or domain”.
5. Click the “Add” button next to the dialog box.

Tip: If the mailing is in your “Junk E-Mail Folder”, open the email and click the ”Not Junk” button.

Note: You should also check that noreply@zumba.com is not in your Blocked Senders list. You can find your Blocked Senders list by following the directions above and going to “Blocked Senders List” instead of “Safe List”. If you see noreply@zumba.com on this list, select it and click the Remove button.
Yahoo! Mail
Set up a filter to redirect the mailing you want to receive in your inbox:

1. Open your mailbox and click on “Mail Options” (upper right hand corner).
2. Select “Filters” under the Management column.
3. Click the “Add” button on the Filters page.
4. In the “From header:" row, make the drop down “contains” and add noreply@zumba.com in the box.
5. At the bottom of the page Click the "Choose Folder" pull down menu and select "Inbox".
6. Click the “Add Filter” button.

Tip: If the mailing is in your Yahoo Bulk Folder open the email and click the ”Not Spam” button.

Note: You should also check that noreply@zumba.com is not in your "Blocked Addresses" list. You can find your "Blocked Addresses" list by clicking “Mail Options” and then clicking the “Blocked Addresses” link under the Spam column. If you see the mailing’s from noreply@zumba.com on this list, select it and click the “Remove Block” button.

AOL Mail
Add the “From address” you want to receive mailings from to your AOL address book:

1. Click the “Mail Options” menu and select “Address Book”.
2. Inside the “Address Book” window, click the “Add” button.
3. Inside the “Address Card for New Contact” window add noreply@zumba.com to whitelist in the “Other E-Mail” field.
4. Make noreply@zumba.com the “Primary E-Mail” address by checking the associated check box to the right of it.
5. Click the “Save” button.

Tip: If an email from Zumba Fitness is in your SPAM Folder, you can open the email and click the “This Is Not Spam” button.

Gmail
To make sure Gmail never filters as spam mail from a certain contact or domain:

1. Follow the Settings link in Gmail.
2. Go to Filters.
3. Click Create a new filter.
4. Type noreply@zumba.com under From:
5. Select “Never send it to Spam” and then ”Create Filter”