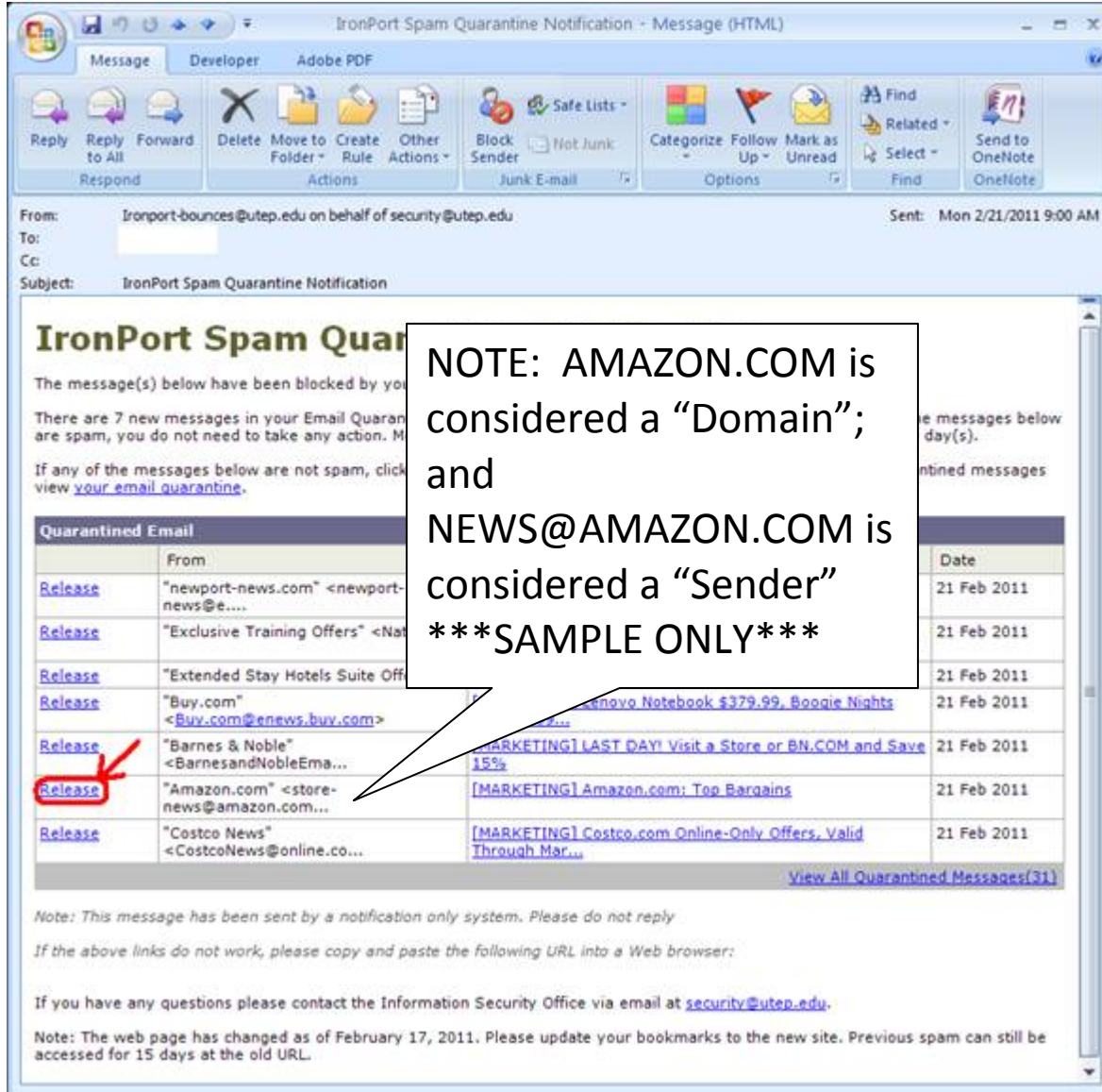


How to Release a Message and Add to Your Safelist

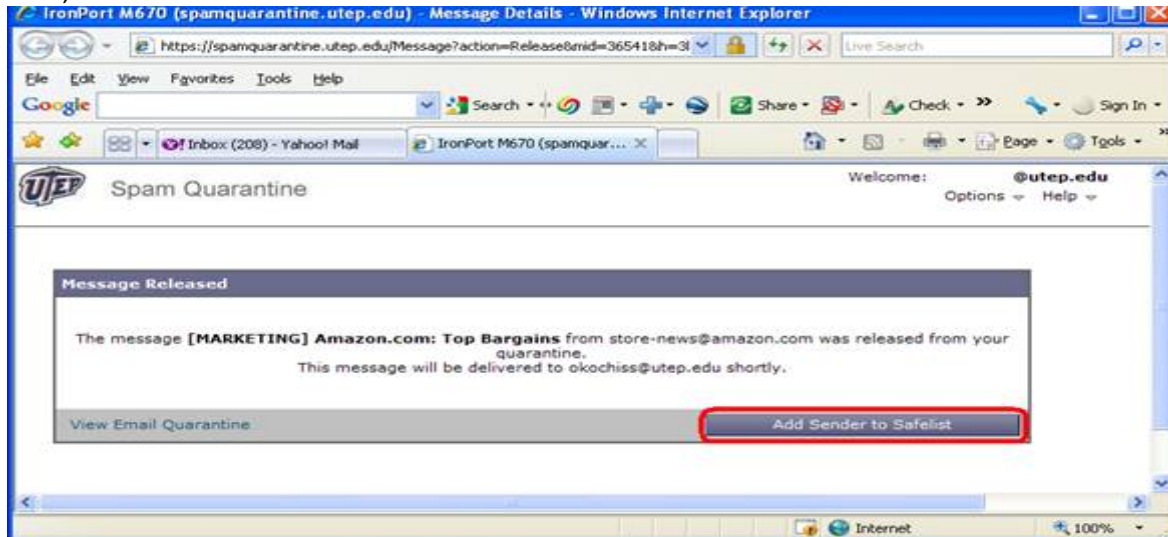
Click on the message that you want to “RELEASE” – the message is automatically released to your INBOX.



NOTE: AMAZON.COM is considered a “Domain”; and NEWS@AMAZON.COM is considered a “Sender” ***SAMPLE ONLY***

Release	From	Date
Release	"newport-news.com" <newport-news@e....>	21 Feb 2011
Release	"Exclusive Training Offers" <Nat...	21 Feb 2011
Release	"Extended Stay Hotels Suite Off...	21 Feb 2011
Release	"Buy.com" <Buy.com@enews.buy.com>	21 Feb 2011
Release	"Barnes & Noble" <BarnesandNobleEma...>	21 Feb 2011
Release	"Amazon.com" <store-news@amazon.com...>	21 Feb 2011
Release	"Costco News" <CostcoNews@online.co...>	21 Feb 2011

Next, click on “ADD SENDER TO SAFELIST”.



Message Released

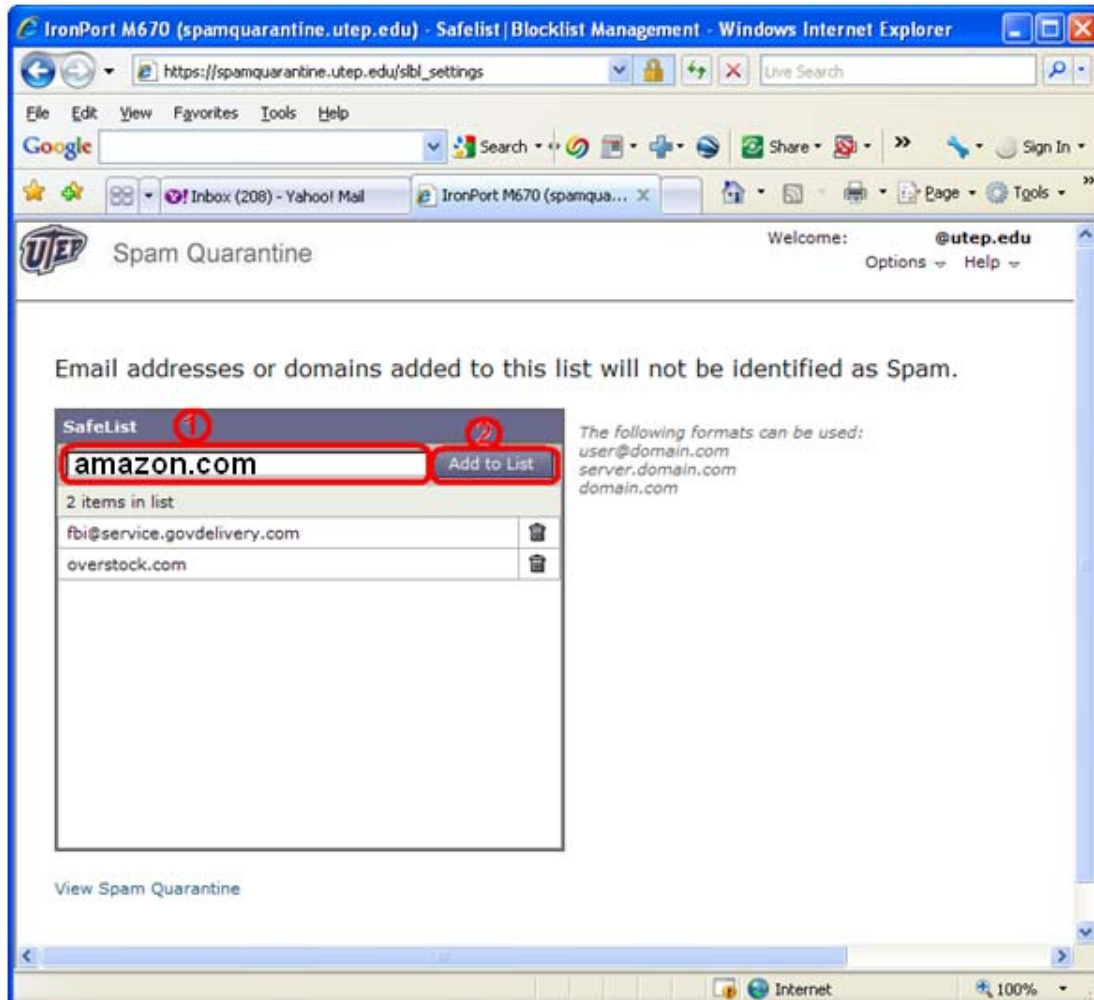
The message [MARKETING] Amazon.com: Top Bargains from store-news@amazon.com was released from your quarantine. This message will be delivered to okochiss@utep.edu shortly.

[View Email Quarantine](#) [Add Sender to Safelist](#)

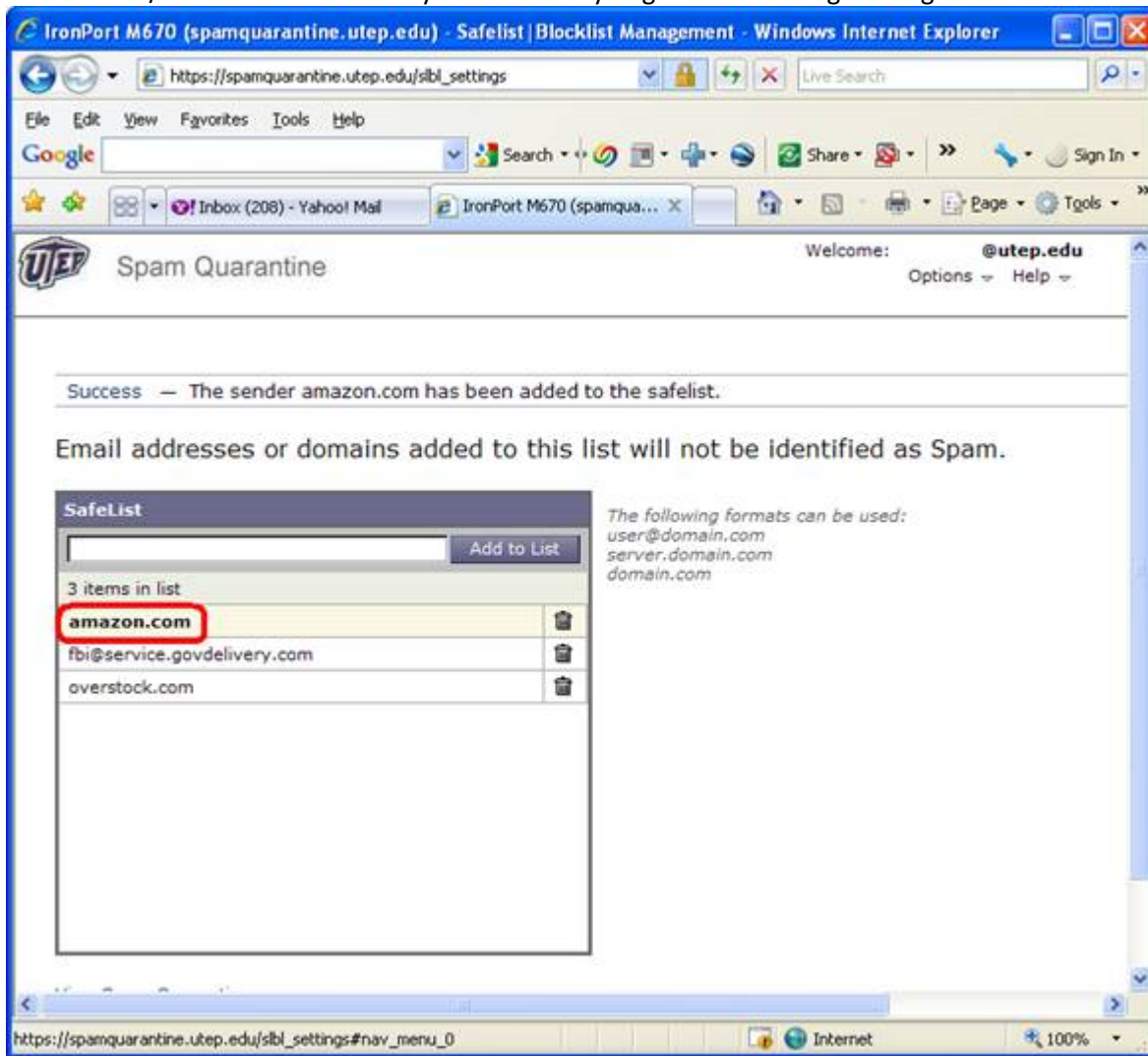
You will then be asked to enter your UTEP **username** and **password** as illustrated below:



Next, enter the "SENDER'S" email address OR the "DOMAIN" (1) and click on "ADD TO LIST" (2).



The SENDER/DOMAIN is successfully added when you get the following message:



You are done! To Log Out go to the "OPTIONS" drop-down option on the top-right corner of the page and select "LOG OUT".