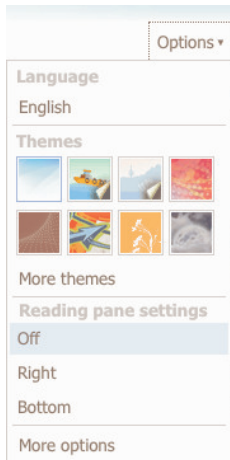


Hotmail/MSN

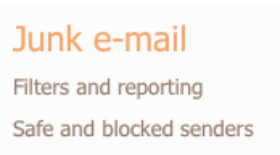
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To whitelist us in Hotmail and MSN, you can add our email address to your **Safe List**. For that,

- Access your Hotmail/MSN mailbox.
- Select **Options** from the top right (next to More Options).



- Select **Safe and Blocked Senders**



- Select **Safe Senders**

Safe and blocked senders

Safe senders

Manage who is allowed to send you e-mail. Messages from safe senders will not be sent to the junk e-mail folder.

Safe mailing lists

Manage which mailing lists are sent to your account. Messages to safe mailing lists will not be sent to the junk e-mail folder.

Blocked senders

Manage who is blocked from sending you e-mail. Messages from blocked senders are automatically deleted.

- In the space provided, enter the Church Community Church address (you can either enter a specific email address or use *ccbchurch.com or @ccbchurch.com to whitelist the domain).

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Sender or domain to mark as safe:

Example: name@example.com

- Select **Add**.
- Ensure the safe list box has the address you entered, and select **Ok**.

You can also add the Church Community Builder email address to your contact list:

- Open the most recent email sent through us.
- Select the **Save Address** button (to the right in the line of options above the email).
- Click Ok.

NOTE: There is also a setting which controls how Junk mail is handled. Under Junk E-mail select **Filters and Reporting** and select **Later**.

Delete junk e-mail

Choose when junk e-mail is deleted.

- Later - Junk e-mail is automatically moved into the junk e-mail folder, where it is deleted after ten days.
- Immediately - Junk e-mail is deleted immediately.

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