

# MUSIC AT READING GUIDE:

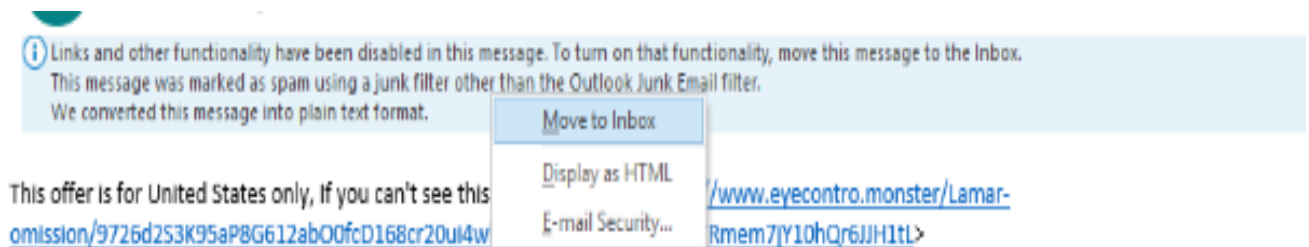
## How to add contacts to your *Safe Senders* list

Many emails from Music at Reading will now be sent through the DotDigital platform, so emails will appear to be from the University user email: [University.of.Reading@r1.dotmailer-email.com](mailto:University.of.Reading@r1.dotmailer-email.com)

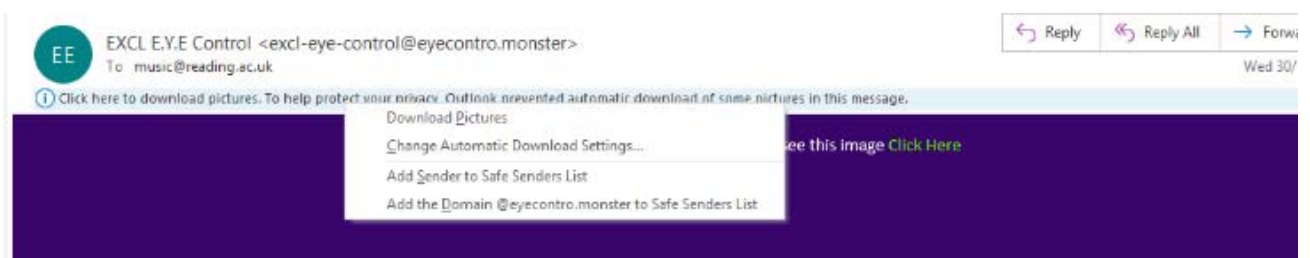
To ensure that your emails are delivered to your inbox, rather than filtered into junk or spam boxes, please follow these steps:

Enter your junk mail folder and find an email from Music at Reading.

1. Whichever email client you are using, there will be some form of message, telling you that the email has been marked as spam, using a junk filter.
2. Right click on this message, and you should see an option to move the message to your inbox.



3. Once the message is in your inbox, you should be able to right click, and select 'Add Sender to Safe Senders List'



All emails from Music at Reading should now appear in your inbox.