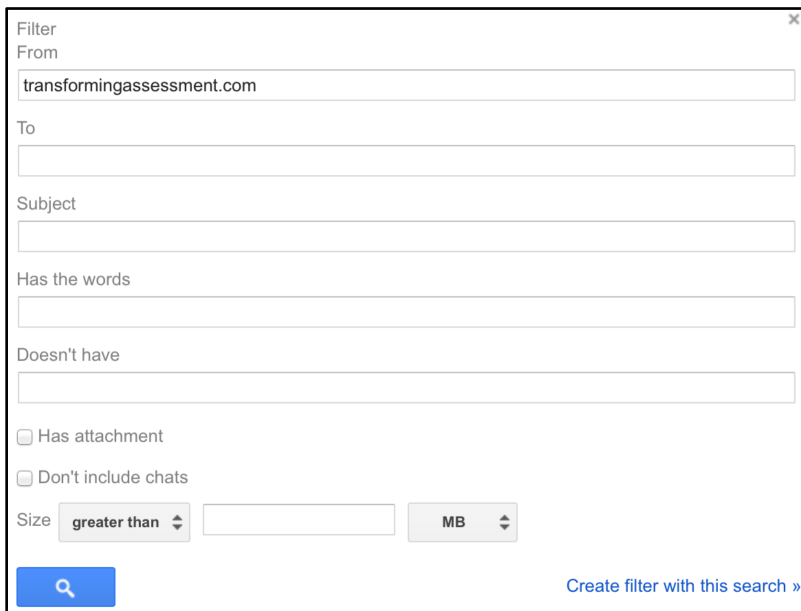


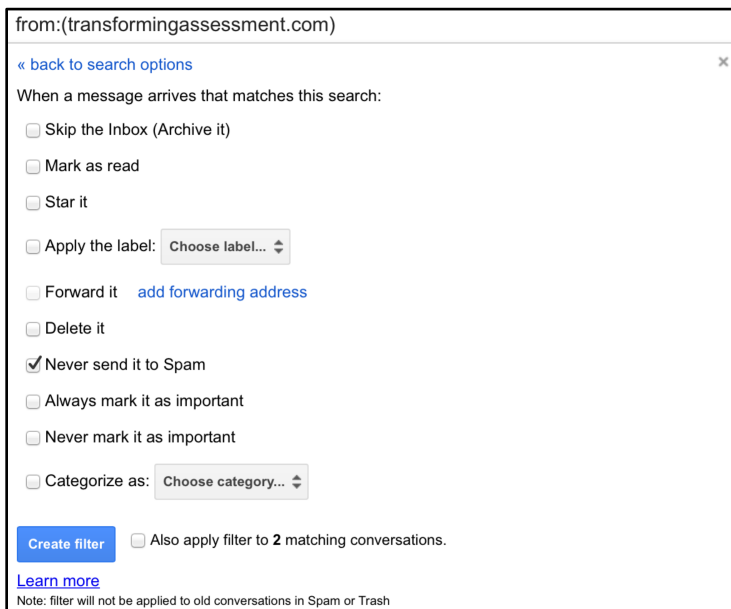
Gmail: Adding an email (domain) to your safe senders list

This will allow you to receive emails from specified sender domains without the risk of them going to spam. Using the domain name of the sender's email address such as 'transformingassessment.com' will catch all emails from this domain i.e. 'noreply@transformingassessment.com' and 'admin@transformingassessment.com' etc .

- 1) Login to your Gmail account and navigate to 'Settings'. (You can also click the gear icon in the top-right corner).
- 2) Now click on the 'Filters and blocked addresses' tab and then click on the 'create new filter' link. You can find the link at the bottom-centre of the Filter settings section.
- 3) Enter the top level domain (transformingassessment.com) into the 'From' field.



- 4) Click the “Create new filter with this search >>” link.
- 5) On the next screen, tick the check box marked as “Never send it to Spam”.



- 6) Click on create filter.

You are done - you have successfully added transformingassessment.com messages to your 'safe list'.