

Reese Public Schools is aware that some outside recipients may have issues receiving email sent from internal email accounts. Some popular mail clients have a tendency to report mail from public schools as spam. In order to assure that mail is being passed through correctly, please follow the listed steps for Yahoo and SBC Global to white list the Reese domain. A white listed domain should allow email to arrive in an inbox rather than a spam folder. There may be some slight variations in the following steps. If email is still not appearing, please contact your service provider.

### White list reese.k12.mi.us at yahoo or sbc global via the web

1. Go to [www.yahoo.com](http://www.yahoo.com) and login to your email account, just like you would to check your email.
2. At the top **RIGHT SIDE**, click the link that says **OPTIONS**.
3. On the MAIL OPTIONS screen, click the link that says **FILTERS**.
4. On the FILTERS screen, click the **ADD** tab.
5. In the FILTER NAME field, type **reese.k12.mi.us**
6. On this same page, you'll see a section that says "If all of the following rules are true . . . "
7. Just beneath the words 'If all of the following rules . . . ', you'll see a line that says **FROM HEADER**. Next to that is a drop down box that says 'contains.' Finally, to the **FAR RIGHT**, you'll see an empty box.
8. In that empty box on THIS line, type **reese.k12.mi.us** and change **NOTHING ELSE** in this section!
9. Move **DOWN** to the section of the page that begins with the word "Then . . . "
10. In the drop-down box just beneath the word "Then . . . ", select **Inbox**
11. On the **LEFT** side of the screen, click **ADD FILTER**.
12. Sign out from Yahoo! Mail.

If the e-mail has been filtered to your "bulk" folder, simply open the message and click on the "This is not Spam" link next to the "From" field

### White list reese.k12.mi.us at sbcglobal via outlook

1. Open your SBCGlobal mailbox.
2. From the **Tools** menu, choose **Rules Wizard**
3. From the **Rules Wizard** window, select the **New...** button
4. The default of "Check messages when they arrive" is fine. No need to change anything. Select the **Next** button to continue.
5. Click in the check box next to "**with specific words in the message header.**"  
Next, in the lower part, under **Rule description**, select the link named **specific words**
6. In the **Search Text** window, to the right of **Add new**, enter the exact words which are in the header line of the messages which you want to filter. Enter "reese.k12.mi.us" Now select the **Add** button, and the words you entered should appear in the **Search list** area
7. Select the **OK** button to continue. Back in the Rules Wizard, your subject line string should be in the **Rule description** pane. Select **Next** to continue.
8. Click in the check box next to "**move it to the specified folder.**"  
Next, in the lower part, under **Rule description**, select the link named **specified**.
9. Browse to the **Inbox** folder located under mailbox. Select OK.
10. Back in the Rules Wizard, your folder name should be in the **Rule description** pane. Select **Finish**. If you were to choose **Next**, then you could add some additional restrictions to the filter. But right now, we don't need to do that.
11. You should now be back in the first Rules Wizard window, with your new filter in the top pane. Select **OK** to finish. All incoming mail will now be subject to the new filter as long as the Outlook client is running and logged in. To filter the messages which have arrived when the client is off, you must manually execute the rule from within the rules wizard.

If you have any questions, please feel free to contact the IT Department at (989) 868-9864 x2211 or [kmessing@reese.k12.mi.us](mailto:kmessing@reese.k12.mi.us).

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