



Staying in Touch

Making Sure You Don't Miss Important E-mails

We want to make this school year the best that you and your child have ever had. Part of the way that we make this happen is by keeping you up-to-date on important news that applies to your account and your child's home school program.

Unfortunately, a lot of companies like to send e-mails that you would rather not receive. Most people call this unwanted e-mail "spam," and, chances are, you've received plenty of spam in your own e-mail.

Most e-mail services and programs try very hard to protect you from having to deal with spam. You may have a spam, "bulk mail," or "junk mail" folder in your e-mail, and this is where your e-mail service sends messages that it thinks you'd rather not be bothered with.

Spam protection has come a long way and works really well; however, sometimes, your e-mail service will accidentally take a message that you DO want to read and place it in the spam folder. The reasons for this are many and vary from e-mail service to e-mail service, but the result is the same: you might miss an e-mail that you really wanted to read. You might even miss an important notice about your child's progress in this year's home school program!

The good news is that it is really easy to tell your e-mail service not to send certain e-mails to the spam folder. Once you've enrolled, be on the lookout for our e-mails. If you don't see them in your inbox, check your spam folder. If you find that our messages are getting sent there, look through the instructions below until you find your e-mail service. Then, follow the easy instructions to add us to a list of approved senders. This will ensure that the e-mails we send will always make it to your e-mail, and you and your homeschooler can focus on what's really important: making this year the best one yet!

To add us to your approved sender's list:

Microsoft Outlook (2003+)

1. Open the e-mail.
2. Right-click your mouse on our e-mail address (after "from").
3. Left-click your mouse on "add to contacts" in the short-cut menu.
4. Left-click your mouse on "save and close."

Microsoft Outlook Express (6+)

1. Open the e-mail.
2. Left-click your mouse on the sender icon, or right-click the sender name (that would be us!).
3. Left-click your mouse on "add to contacts."
4. Left-click your mouse on "save and close."

MacMail

1. Open the e-mail
2. Press and hold the Ctrl key and then click your mouse on our e-mail address.
3. Click your mouse on "open in the address book."
4. Verify our contact details.

Yahoo! Mail

1. Open the e-mail.
2. Left-click your mouse on "add to address book," which is located to the right of our name.
3. Verify our contact details.
4. Left-click your mouse on "Add to Address Book."

GMail

1. Open the e-mail.
2. Left-click your mouse on "more options" in the e-mail header.
3. Left-click your mouse on "add sender to contacts list."

MSN Hotmail

1. Open the e-mail.
2. Left-click your mouse on "save address" in the toolbar.
3. Verify our contact details.
4. Left-click your mouse on "ok."

AOL 8.0

1. Open the e-mail.
2. Left-click your mouse on the "add address" icon.
3. Verify our contact information.
4. Save the entry.

AOL Webmail

1. Open the e-mail.
2. Left-click your mouse on our name or e-mail address.
3. In the window that appears, left-click your mouse on "add to address book."
4. If you'd like, enter additional information about us.
5. Left-click your mouse on "save."

That's it! If you didn't see your e-mail service on the list, always feel free to call or e-mail us, and we'll help you through the process.