



MAKE SURE YOU GET OUR EMAILS AND ALERTS

Here are some generalized steps to take to make sure you receive our communications:

1. Add our email address, txefemail@gmail.com, to your address book or “safe-sender” list.
2. Look for our emails in your Spam folder or Promotions folder. If you find one, move it to your Inbox and mark it as a trusted sender or categorize it as “do not block”.

**All email clients are a bit different.
See Page 2 for for specific instructions
from some of the most popular.**



Here are instructions from some of the most popular email clients to ensure your emails move from the Spam/Junk folder to their Inbox.

For Gmail Users (Desktop & Mobile)

1. Open Gmail and go to the **Spam** folder (you may need to click "More" to see it).
2. Find the email from Texas Eagle Forum or Cindi Castilla.
3. Open the email and click the **"Report not spam"** button at the top.
4. **Alternatively:** Drag the email from the Spam folder to the **Inbox** tab.
5. *Best Practice:* Add [Our Email Address] to the Google Contacts list to guarantee future delivery.

For Outlook / Hotmail Users (Web & Desktop)

1. Go to the **Junk Email** folder.
2. Select or open the email from Texas Eagle Forum or Cindi Castilla.
3. Click **"Not junk"** in the top toolbar.
4. **Alternatively:** Right-click the email, select **"Move,"** then choose **"Inbox."**
5. *Best Practice:* Go to Settings > Mail > Junk email, and add [Our Email Address] to the **"Safe senders and domains"** list.

For Apple Mail (iPhone, iPad, Mac)

1. Open the **Junk** folder.
2. Select the email from Texas Eagle Forum or Cindi Castilla.
3. Click the **"Move to Inbox"** button (looks like a folder icon) at the top of the screen.

For Yahoo Mail Users

1. Go to the **Spam** folder.
2. Click the **"Not Spam"** button at the top.
4. Open the email from Texas Eagle Forum or Cindi Castilla.