



# You've Got M@il

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## Whitelisting Instructions to allow the Association of Strategic Alliances Professionals (ASAP) communications to deliver to your email inbox

*Since you might not know what you don't know...*

*Please make it a regular practice to whitelist ASAP and add us to your safe senders list... doing it once won't ensure you are able to receive our communications forever.*

### Whitelisting ASAP

Ensure ASAP communications land in your email inbox. Each time email servers go through an update, the server may no longer recognize the ASAP domain address as safe, and may prevent delivery or send messages directly to a spam or junk folder.

### ☰ Add ASAP to Your Safe Senders List

#### Action Request

Periodically whitelist ASAP and save the "from" email extension **@strategic-alliances.org** to your safe senders list. Here's how...

#### Do you receive your emails through an organization's email server?

Ask your IT department to whitelist ASAP by using the following information:

- 1. Assigned IP Address:** 208.75.120.0/22
- 2. Please add Sending Domain:** **@strategic-alliances.org** to your individual safe senders list.
- 3. Plus,** add these sending domains to your safe senders list:
  - constantcontact.com
  - r20.rs6.net
  - rs6.net
  - s3.amazon.com
  - files.ctctcdn.com
  - files.constantcontact.com

#### Do you receive your emails through a personal/individual email server?

Please add the ASAP sending domain **@strategic-alliances.org** to your safe senders list, and follow the "Plus" instructions above.

Every email provider works differently, please ask your IT department or email provider how to do this if you are unsure of the steps.

**Tip:** you can search online for "how to add an email to a safe senders list" and choose your email provider.

For questions please reach out to Brendan Ward, IT and Database Coordinator  
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