



### **ASPIN How to:**

We have found that free Email accounts like Gmail and Yahoo mail tend to block many email addresses. To ensure that you receive the necessary emails from ASPIN instructors we request that if you use either of these email providers you do the following:

#### **Whitelist Email Addresses in Gmail**

1. Login to **Gmail**, click on the gear icon and select "Settings":
2. Select "Filters and blocked addresses":
3. Scroll past all your existing filters and select "Create a new filter":
4. Add the email address that you want to **whitelist** to the "From" field.

#### **How to Whitelist an Email in Yahoo Mail**

1. Navigate to "Settings" icon, then click "More Settings" from the **Yahoo Mail** menu.
2. Select "Filters" and hit "Add" to enter information about the domain name or sender.
3. From here, you can enter any string of text you want to **whitelist** in future **emails**.

**As you may be contacted by different ASPIN instructors, please add all these emails to your whitelist:**

Instructor emails to whitelist:

Lacey Lewis: [llewis@aspin.org](mailto:llewis@aspin.org)

Michele Glenn: [mglenn@aspin.org](mailto:mglenn@aspin.org)

Patty Langlely: [planglely@aspin.org](mailto:planglely@aspin.org)

Luna Avila: [lavila@aspin.org](mailto:lavila@aspin.org)

Mitchell Wells: [mwells@aspin.org](mailto:mwells@aspin.org)

Keny Chapman: [kchapman@aspin.org](mailto:kchapman@aspin.org)

Brittney Isley: [bisley@aspin.org](mailto:bisley@aspin.org)

If we cannot contact you via email you run the risk of being dropped from the program.  
It is the student's responsibility to ensure that we can contact them.