



# How to add AQA to your safe senders list

Instructions

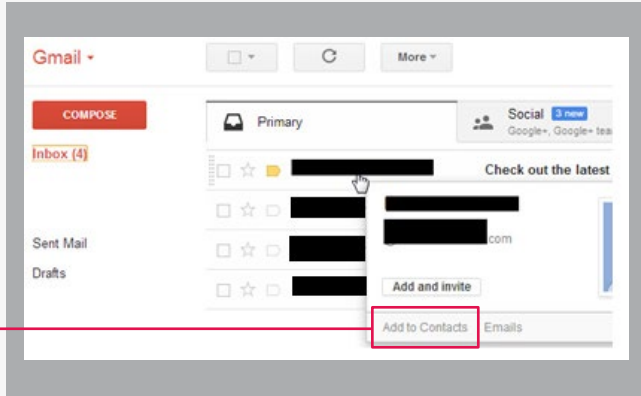
**V1.1 January 2024**

## Introduction

Make sure you receive our emails by adding AQA to your safe senders list. Here's how.

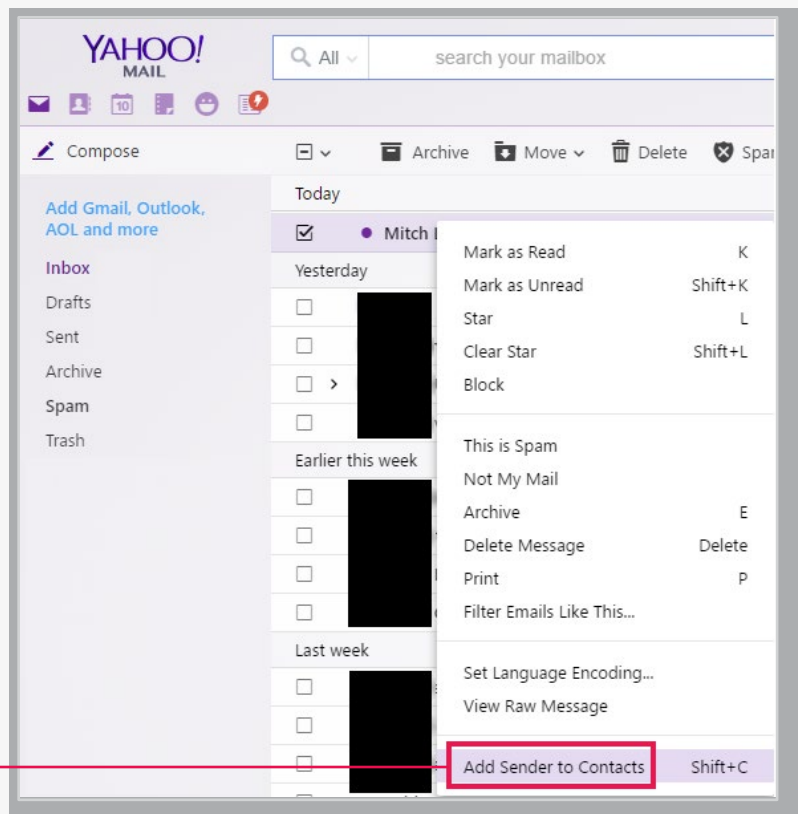
### Gmail

- 1 Hover over the sender's name in your Gmail inbox. A contact card will appear.
- 2 On the contact card, click **Add to Contacts**.



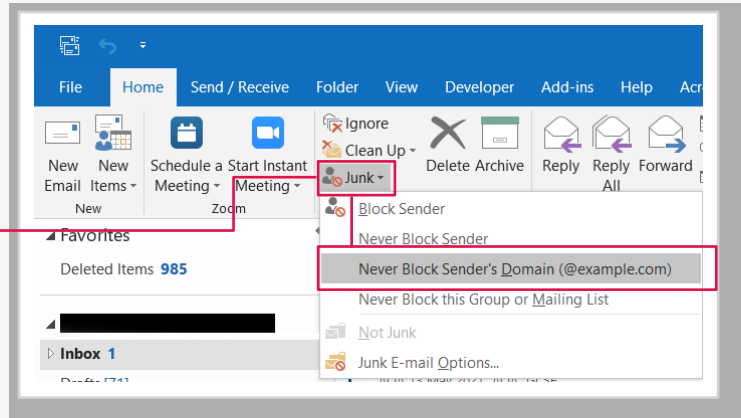
### Yahoo

- 1 Select the email in your Yahoo inbox, and right-click.
- 2 On the pop-up menu, select **Add Sender to Contacts**.



## Outlook 2010+

- 1 Select the email
- 2 On the Home menu, click **Junk > Never Block Sender's Domain.**



## Older versions of Outlook

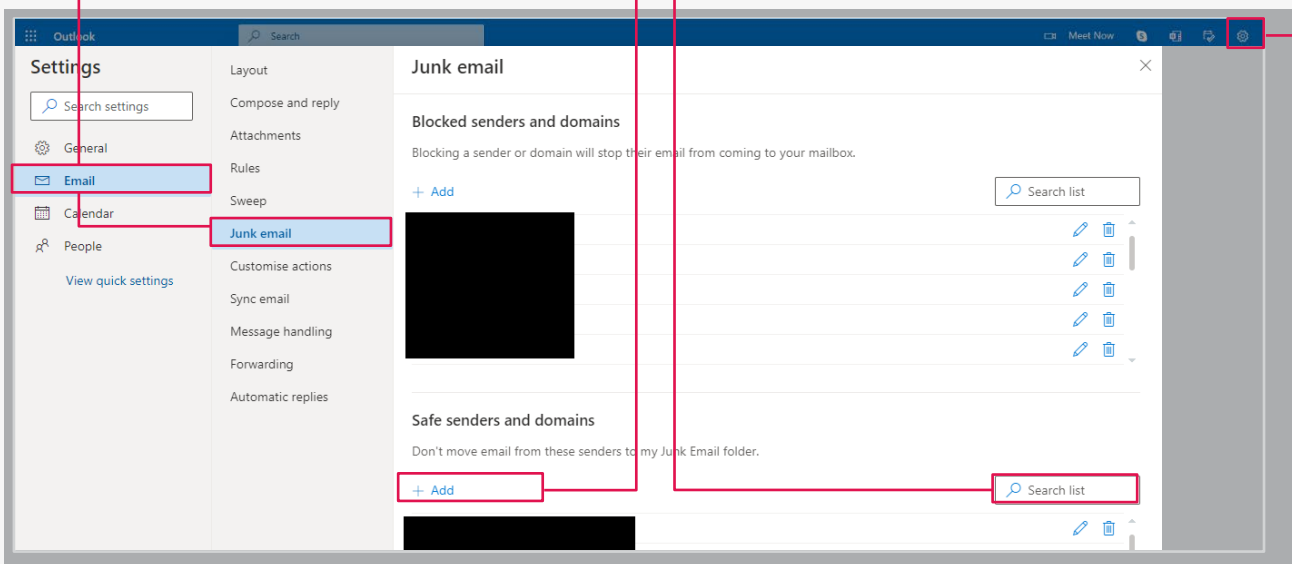
Click the link below and follow the instructions under the 'Add trusted names to the Safe Senders List' tab.

[Outlook 2007](#)

## Outlook.com

Outlook.com gives higher priority to emails from senders who have been added to your contacts, but you can add senders to your safe sender list too.

1. Click the gear icon on the top right of the Outlook.com page, then click **View all Outlook settings.**
2. Under Settings, click **Email > Junk email**
3. Then click on **+ Add** within Safe senders and domains.
4. In the Safe Senders search bar, type **aqa.org.uk** and click **enter.**



To find instructions for other email providers, for example AOL, please Google 'safe sender list' followed by the name of your email provider.

[aqa.org.uk](http://aqa.org.uk)

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