The following email help and hints were developed to facilitate the use of JCCUD's electronic billing service.

To Add Billing@JCCUD.com to Your Safe Senders List

Because all e-mail clients are different, and spam filters sometimes filter legitimate email, it is highly recommended that you add the JCCUD.com domain to your Safe Senders list in your email client. This will ensure that our email correspondence will get to you and enable links within messages.

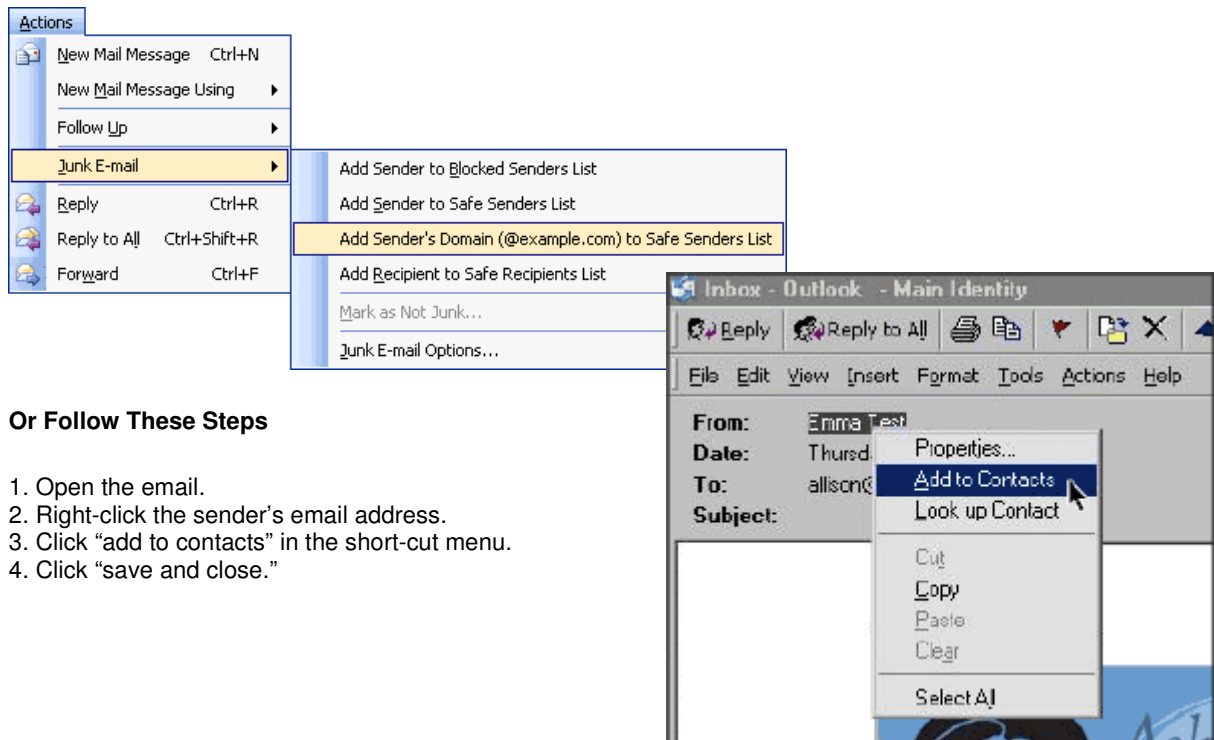Locate your specific email application on one of the following pages.

In your email from JCCUD,

1. Open the email you received from us.

2. Click on the **Actions** menu on the top of your email window.
3. Choose **Junk Email** (see illustration below).
4. Select **Add Senders Domain.... to Safe Senders List** to add JCCUD.com to your safe sender list.


Or Follow These Steps

1. Open the email.
2. Right-click the sender's email address.
3. Click "add to contacts" in the short-cut menu.
4. Click "save and close."

AOL 8.0

1. Open the email.
2. Click "add address" icon.
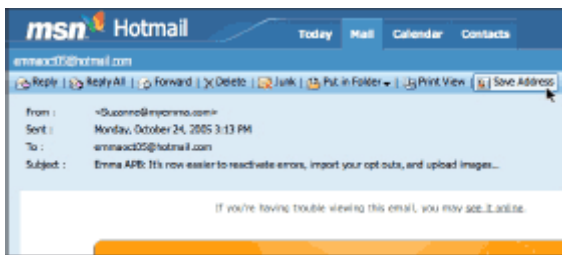3. Verify the sender's contact information.
4. Save it.

AOL WebMail

1. Open the email.
2. Click on the sender's name and email address.
3. Click "add to address book" in the window that appears.
4. Enter any additional information.
5. Click "save."
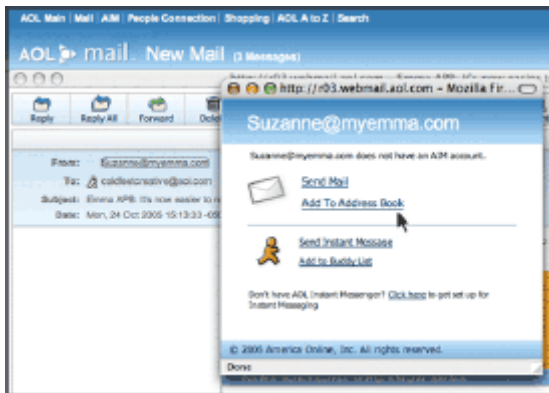
Hotmail

1. Open the email.
2. Click "save address" in the toolbar.
3. Verify the sender's contact details.
4. Click "ok."

*Users may also white-list a sender's entire domain (everything behind the @ sign) using the "Safe List" feature under Options -> Mail -> Junk E-Mail Protection.
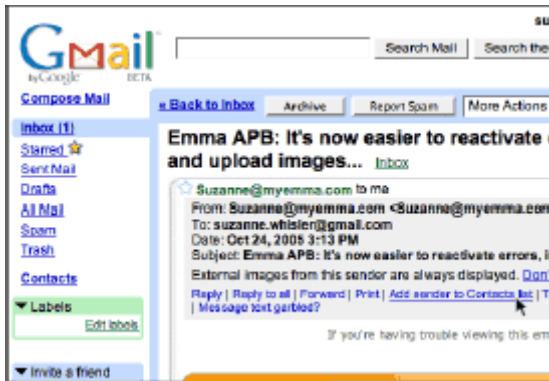
1. Open the email.
2. Click the "add to address book" to the right, next to sender's name.
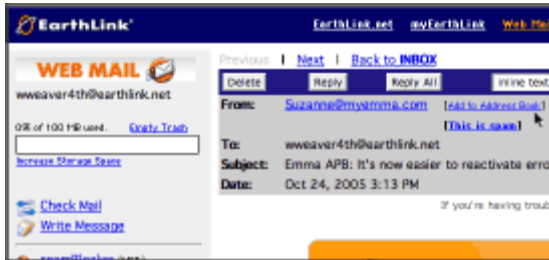3. Verify the sender's contact details.
4. Click "Add to Address Book."
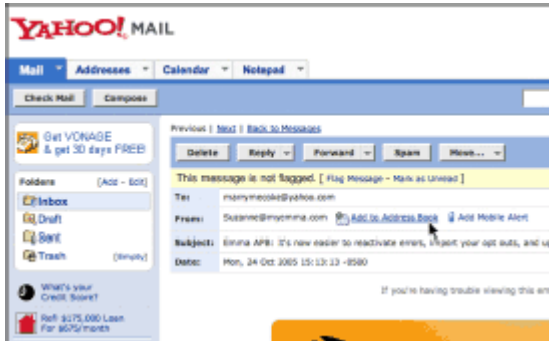
1. Open the email.
2. Click "more options" in the email header.
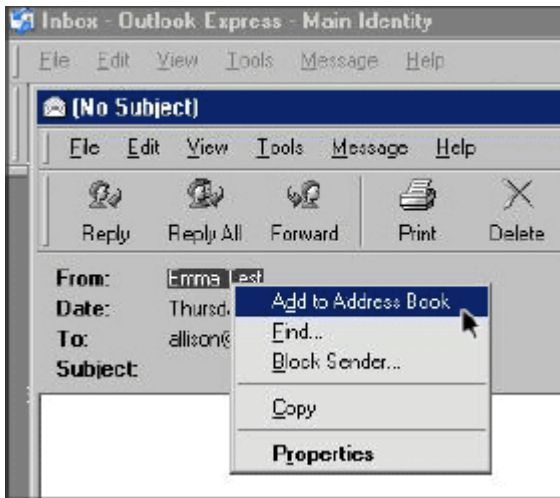3. Click "add sender to contacts list."

Earthlink

1. Open the email.
2. Click "add to address book" in the email header.
3. Use the "address book editor" to verify the sender's contact details, and click "save."
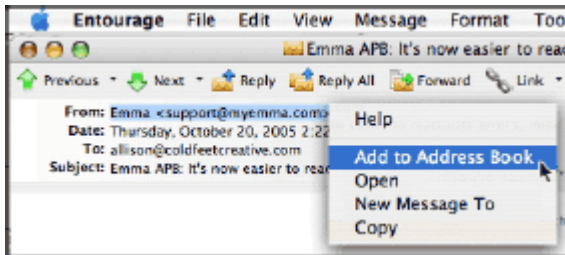

Outlook Express (6+)

1. Open the email.
2. Left-click the sender icon, or right-click the sender's name.
3. Click "add to contacts."
4. Click "save and close."

1. Open the email.
2. Right-click the sender's email address.
3. Select "add to address book" in the short-cut menu.
4. Verify the sender's contact details.
5. Click "save."

1. Open the email.
2. Ctr-click the sender's email address and select "open in address book."
3. Verify the sender's contact details.