

WHITELIST CHECKLIST

To ensure that you can receive our e - mail notifications, the latest news, and registration information for upcoming events, please ensure that you whitelist our e - mail addresses.

We have put together this infographic to help make the process easier for you.

How to whitelist our e - mail in Outlook:

Manually Add Contacts to the Safe Senders List

Choose 'Settings', then 'Options'. In the left pane, choose 'Junk E - mail', then 'Safe Senders'. In the box, enter the e - mail addresses (events@mdbc.com.my, info@mdbc.com.my, etc) or domains (@mdbc.com.my) that you want to whitelist, then select the 'Add' button. Click 'Save'.

Automatically Add Contacts to the Safe Senders List

Click on 'Home', then choose 'Junk', then 'Junk Email Options'. On the Safe Senders tab, make sure the box is checked next to 'Automatically add people I e - mail' to the Safe Senders List'.

How to whitelist our e - mail in Gmail:

Add Sender to Contacts

Open the e - mail and click the 'Contacts' icon. Select the sender and click 'Add to contacts' icon at the top.

Create a whitelist filter

In your inbox, click the 'Settings' icon in the top right corner, then click 'See all settings'. Navigate to the 'Filters and Blocked Addresses' tab and select 'Create a new filter'. Add the e - mail address you would like to allow in the 'From' field and click 'Create filter'. Select 'Never send it to Spam' and (optionally) 'Always mark it as important'. Click 'Create filter' one last time and the e - mail address will be added to your whitelist.

Thanks for keeping in touch.

Thanks a bunch!

