



Make sure your construction leads and company notifications are delivered.

To ensure delivery of our emails **please add** sales@bidtool.net to your Address Book or Safe List. Please contact us at info@bidtool.net if your specific email service provider is not listed below.



Outlook 2003

Add BidTool's From address, sales@bidtool.net, to your Safe Senders list:

1. On the Tools menu, **click Options**.
2. On the Preferences tab, **click Junk E-mail**.
3. On the Safe Senders tab, **click Add**.
4. In the Add address, put sales@bidtool.net
5. **Click OK**.



AOL

New Subscribers:

Please add our "From address", sales@bidtool.net, to your AOL address book:

1. **Click the Mail menu** and select Address Book.
2. Wait for the "Address Book" window to pop up, then **click the Add button**.
3. Wait for the "Address Card for New Contact" window to load.
4. **Paste** sales@bidtool.net into the "Other E-Mail" field.
5. **Make our From address the "Primary E-Mail" address** by checking the associated check box.
6. **Click the Save button**.



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Gmail New Subscribers

Please add our From address, sales@bidtool.net, to your Gmail Contacts List:

1. Click **Contacts** along the left side of any Gmail page.
2. Click **Add Contact**.
3. Copy and paste our From address, sales@bidtool.net into the primary email address dialog box.
4. Click **Save**.

Existing Subscribers

How to check if our email notification is in the "spam" folder:

1. Click **Spam** along the left side of any Gmail page.
2. Check mark the box next to our email notification.
3. Click **Not Spam** button along the top.



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Yahoo

New Subscribers:

You will need to set up a filter to redirect our email notifications into your inbox:

1. **Open your mailbox and click on Mail Options** (upper right hand corner).
2. **Select Filters** (bottom left corner).
3. **Click the Add link** on the Filters page.
4. **Update the "From header:"** rule with the following 2 pieces of information: "contains" and sales@bidtool.net. *(This tells Yahoo to identify our email notifications based on its From address.)*
5. **Click the Choose Folder** pull down menu and select inbox.
6. **Pick the Add Filter** button.

Existing Subscribers:

If our email notification is getting stuck in your Yahoo Bulk Folder:

1. Please **open the notification** and **click the Not Spam button**.
2. Next, **check to see if the email notifications's email address is in your "Blocked Addresses" list**.
3. If you **see sales@bidtool.net on this list**, **select it and click the Remove Block button**.
4. Lastly, **please set up a filter as outlined above**.



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Windows Live
Hotmail
MSN

New Subscribers:

[Click On Contacts](#)

Click the "Add - or New" button next to the dialog box.
Then add sales@bidtool.net **as a contact.**

Check your junk email folder. If our email notifications are in your Junk E-Mail Folder, open the notification and **click the Not Junk button for any emails sent from** bidtool.net.

More Steps

Step 1. **Go to Options** (Upper Right Hand Corner)

Step 2. **Check Safe senders**

Manage who is allowed to send you e-mail. Messages from safe senders will not be sent to the junk e-mail folder. Add / paste @bidtool.net as a safe sender

Step 3. **Check Safe mailing lists**

Manage which mailing lists are sent to your account. Messages to safe mailing lists will not be sent to the junk e-mail folder. Add / paste sales@bidtool.net as a safe email address

Step 4. **Check Blocked senders**

Manage who is blocked from sending you e-mail. Messages from blocked senders are automatically deleted. Make sure emails from "@bidtool.net" are NOT blocked here.

If you see sales@bidtool.net on this list, select it and **click the Remove button.**



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Existing Subscribers Windows Live – Hotmail - MSN:

New BidTool Subscribers:

Click On Contacts

Click the “Add - or New” button next to the dialog box.

Then **add** sales@bidtool.net as a contact.

Check your junk email folder. If our email notifications are in your Junk E-Mail Folder, open the notification and **click the Not Junk button** for any emails sent from bidtool.net.

Click Options (Upper Right)

Junk e-mail

It may be a good idea to lower junk email restrictions temporarily to ensure BidTool updates will arrive.

1. **Click on Filters and reporting** Try lowering restrictions on how junk email is handled until you can successfully whitelist BidTool
2. **Select the filter level** you want to apply to incoming messages. Select Low - Obvious junk e-mail is sent to the junk e-mail folder.

(Note: You should occasionally check your junk e-mail folder to make sure that good messages don't get put there by mistake.)

3. **Choose when junk e-mail is deleted. Later** - Junk e-mail is automatically moved into the junk e-mail folder, where it is deleted after ten days. You may need this cushion to ensure successful intercept of BidTool emailed project leads and company updates and notifications.
4. Report junk messages **Select Don't report** - The Junk button will act just like the Delete button. Nothing will be reported to Microsoft or anyone else.



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Mozilla Thunderbird New Subscribers:

You will need to add our From address, sales@bidtool.net, to your Thunderbird Address Book and configure your Junk Mail Controls to white list your address book.

1. **Click the Address Book button.**
2. Make sure the **Personal Address Book is highlighted.**
3. **Click the New Card button.** This will launch a New Card window that has 3 tabs: Contact, Address & Other.
4. Under the Contact tab, **copy and paste our "From" address, sales@bidtool.net** into the Email dialog box.
5. **Click OK.**

White list your Personal Address Book:

1. From the main drop down menu, **select "Tools -< Junk Mail Controls..."**
2. This will launch the Junk Mail Controls window that has two tabs: Settings and Adaptive Filter
3. **Under the Settings tab, update the "White Lists" module by selecting Personal Address Book from the pull down menu and then check mark the box next to "Do not mark messages as junk mail".**
4. Click OK.

Existing Subscribers

Please check your Junk folder to see our email notifications have been mistakenly placed there. To prevent this from happening in the future, you need to mark our email notifications as not junk. Do this by **right-clicking on our email** and choose **"Mark -< As Not Junk"**.