

Directions for receiving important email from CSU's Office of Field Services
via the more popular Web mail applications:



- Follow the **Mail Options** link from the Yahoo! Mail navigation bar
 - Select **Filters**
 - Click **Add**.
 - Give the filter an appropriate name under **Filter Name**
 - ie: CSU mail.
 - Make sure the first criterion reads
 - **From header: contains.**
 - Type the domain name from which the desired email is sent.
 - **"csuohio.edu"**
 - Select the **inbox** as the desired destination folder under **Move the message to:**
 - Click **Add Filter**
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- Select **Options** from the Hotmail navigation bar
 - Click on **Safe List** (under **Mail Handling**)
 - Type the email address or domain you want to put on the **Safe List** in the entry field to the left
 - **"csuohio.edu"**
 - Click **Add >>**
 - Click **OK**
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1. On the AOL toolbar, click **Settings**
 2. In the By Category tab, scroll down and click **Spam Controls**
 3. Under **Control Who I Get Mail From**, click the radio button next to **Use a Custom Sender List**, and then click the **Custom Sender List** hyperlink
 4. In the **Custom Sender List** window, choose the following settings:
 1. **Add:** Click this after typing the domain **"csuohio.edu"** in the field
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If you are still unsure about getting our email, or use a different email provider, try adding the email address **fieldservices@csuohio.edu** to your address book. You should check your email on a regular basis and delete old email and email with large attachments to avoid new email being bounced back to the sender.