

Setting Rules / Filters to Allow Email From Job Application System

Some applicants have been reporting they do not receive confirmation emails that they have applied to a job posting or updated communications from the system when hiring decisions have been made. This is usually due to the email being flagged as Junk / SPAM. To solve for this situation, please add noreply@awinfosys.com to your safe sender list on personal email accounts.



Hotmail Outlook.com

Outlook.com/Hotmail:

1. Log in to your Outlook.com or Hotmail account.
2. Go to the "Settings" or "Options" menu, usually represented by a gear icon in the top-right corner.
3. Select "View all Outlook settings" or a similar option.
4. Navigate to the "Junk email" or "Safe senders" section.
5. In the "Safe senders and domains" field, enter the email address or domain you want to whitelist.
6. Click the "Add" button to add the email address or domain to your safe senders list.
7. Click "Save" or "Apply" to save the changes.



Gmail:

1. Log in to your Gmail account.
2. Open an email from the sender you want to whitelist. You will need to look in your Junk Mail folder.
3. Click on the three vertical dots located in the top-right corner of the email.
4. Select "Filter messages like this" or "Filter emails like this".
5. Make sure the "From" field contains the sender's email address.
6. Click "Create filter" or "Filter messages" to open the filter options.
7. Check the box next to "Never send it to Spam" or similar wording.
8. Optionally, you can also select other actions to apply to the email.
9. Click "Create filter" to save the filter and whitelist the sender.



Yahoo Mail:

1. Log in to your Yahoo Mail account.
2. Click on the gear icon located in the top-right corner and select "Settings".
3. Click more settings if needed.
4. Go to the "Filters" tab.
5. Click on the "Add" button to create a new filter.
6. Enter a filter name of your choice.
7. In the "Sender" field, enter the email address or domain you want to whitelist.
8. Under the "Then move the message to this folder" section, select "Inbox" or choose a specific folder.
9. Click "Save" to create the filter and whitelist the sender.

Please note that the user interfaces and options might vary slightly depending on updates made to the email services.