

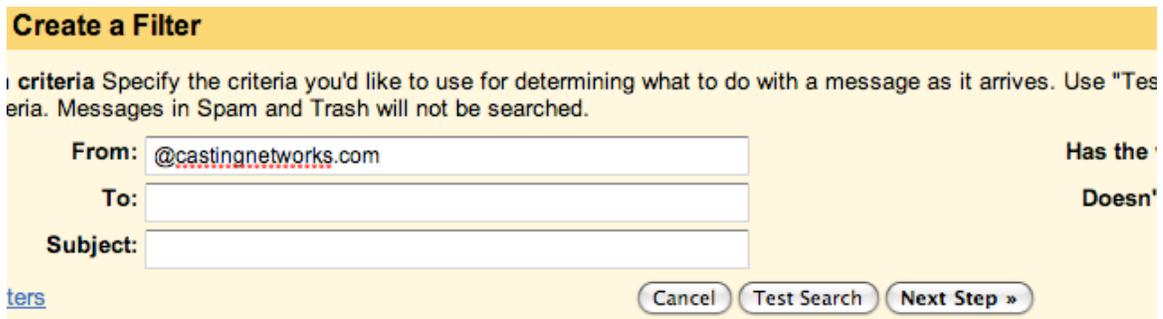
## Add Casting Networks to Your E-mail Safe List:

### Gmail:

1. Login to your Gmail account and click “Settings” in the upper right hand corner.
2. Select “Filters” and choose “Create a new filter.”



3. Add “@castingnetworks.com” in the “From” text box. Click “Next Step.”

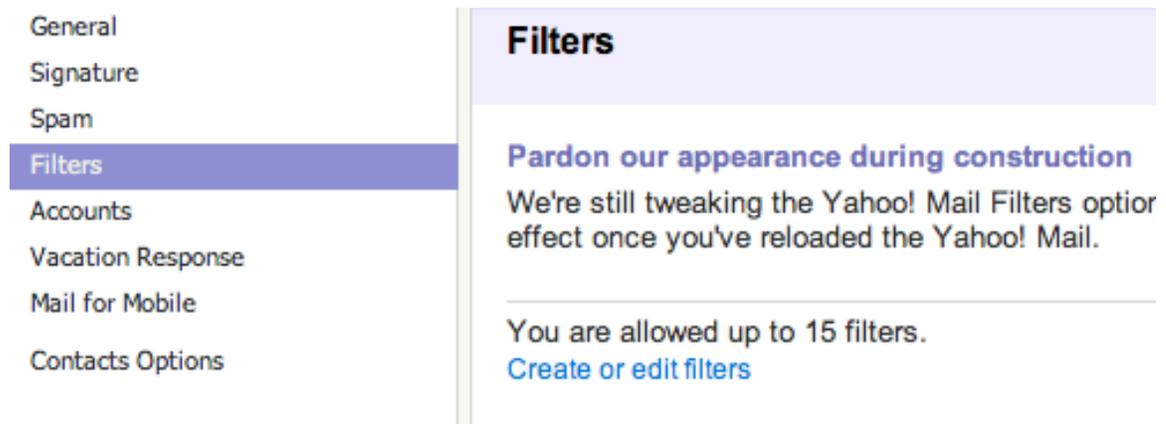


4. Check the box that reads “Never send it to Spam” and click “Create Filter.”



## Yahoo:

1. Login to your Yahoo Mail account and click “Mail Options” from the Options menu in the upper right hand corner.
2. Choose “Filters” from the left hand side menu and click “Create or edit filters.”



3. Click “Add” on the Filters page.
4. In the “From header” field, make sure “contains” is selected and type “@castingnetworks.com” in the text box.
5. In the Move the message to field, select “Inbox” and click “Add Filter.”

**Options**

- Colors
- Mail
- Address Book
- Calendar
- Notepad
- Account Information

### Add Message Filter

 [ [Back to Mail Options](#) ]

**Filter Name**

**If all of the following rules are true...**

From header: contains   match case

To/Cc header: contains   match case

Subject: contains   match case

Body: contains   match case

**Then...**

Move the message to:

## Hotmail:

1. Login to your Hotmail account and click “More Options” from the Options menu in the upper right hand corner.
2. Under Junk e-mail, select “Safe and blocked senders.”
3. Click “Safe Senders.”
4. Type “@castingnetworks.com” in the text box and click “Add to list.”

### Safe senders

Messages from safe senders will not be sent to the junk e-mail folder. You can mark specific e-mail addresses as safe or mark a whole domain (e.g., @example.com). To allow an e-mail address or domain into your inbox, enter it in the box below, and then click **Add to list**. To remove an address or domain from the list, click **Remove from list**.

**Sender or domain to mark as safe:**

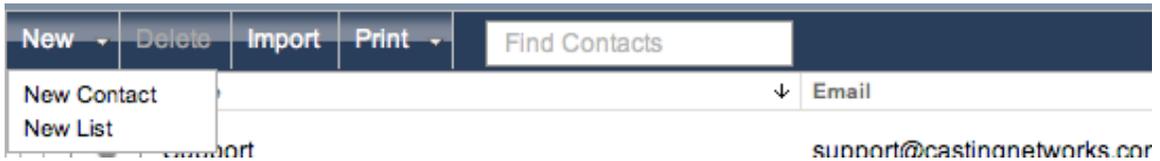
Example: name@example.com

**Safe senders and domains:**

## AOL:

1. Login to your AOL mail account and click “Contacts” from the left hand side menu.

2. Click on New and select “New Contact.”



3. Choose from the following list of CNI e-mail addresses to add in the E-mail 1 text box and click “Create.”

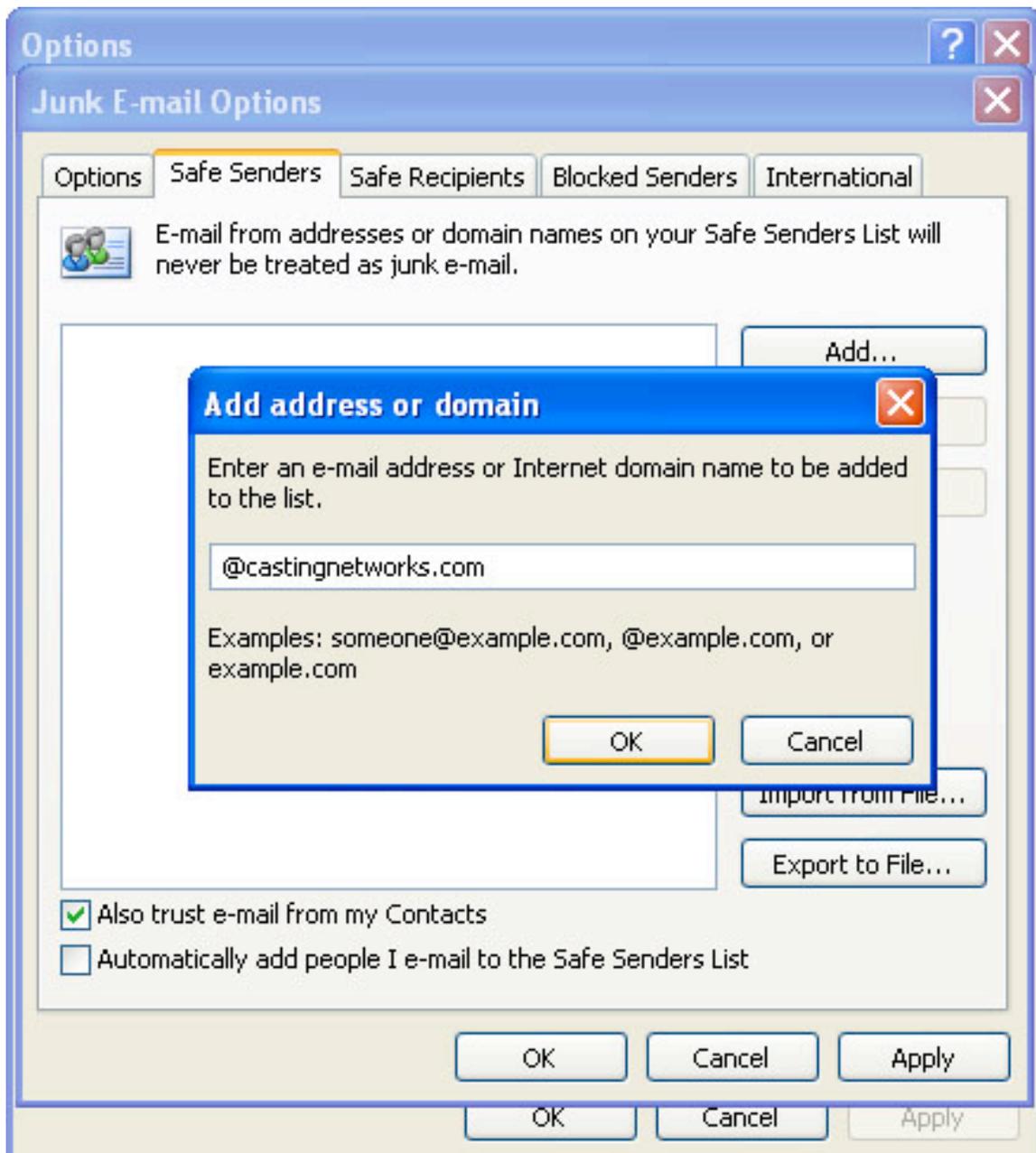
Project Notices: projectnotices@castingnetworks.com  
Audition Notices: auditionnotices@castingnetworks.com  
Billing: billing@castingnetworks.com  
Confirmations: donotreply@castingnetworks.com  
Media: video@castingnetworks.com  
Support: support@castingnetworks.com

A screenshot of a 'New Contact' form. At the top, there are two buttons: 'Create' and 'Cancel'. The form is titled 'New Contact' and includes a profile picture icon with a 'Nickname' text box below it. The main form fields are: 'Contact Name' (split into 'First Name' and 'Last Name' text boxes), 'Screen Name' (a single text box), 'Email 1' (a text box containing 'auditionnotices@castingnetworks.com' with a '+ Another' link to its right), 'Primary Phone' (a text box, a 'Mobile' dropdown menu, and a '+ Another' link), and 'Category' (a dropdown menu with 'Select Group' selected). Below the form, there is a link that says 'Add More Detail: Work, Home, Personal'.

4. Repeat steps 2 and 3 to add additional CNI e-mail addresses to your address book.

## Outlook 2003:

1. Go to Tools / Options.
2. Click “Junk E-mail...” under the Preferences tab.
3. Click the Safe Senders tab and select “Add...”
4. Enter “@castingnetworks.com” in the text box and click OK.



### **Entourage:**

1. Go to Tools / Junk E-mail Protection.
2. Click the Safe Domains tab, enter “castingnetworks.com” into the text box, and click OK.

## Junk E-mail Protection

Level **Safe Domains**

Messages from domains on the Safe Domains List will never be treated as junk mail. Type the safe domains, using commas to separate them. The domain is the part of the e-mail address that follows the @ sign (for example, example.com)

### Safe Domains

castingnetworks.com

For more information on how junk e-mail protection works, close this dialog, click Entourage Help on the Help menu, and search for "junk e-mail."

Cancel

OK