

RECEIVING KODAK THEATRE CONNECTION E-MAIL

The majority of Kodak Theatre Connection members receive our email in their main inbox. However, some email providers will filter messages based on content, subject line, or the “From” address and consequently may place our email in your bulk mail folder (where you might never find it!). The Kodak Theatre sends all of our email through a bulk mail provider called Mail Dog. We recommend that you add the Mail Dog domain to your ‘Approved Sender’ list (also known as a whitelist) just to be safe. Specific instructions for how to add this information can be found below.

Please click on your email provider at the left side of your screen (or scroll down) to see instructions on how to add our domain name:

AOL Users

If you do not receive the confirmation message within a few minutes of signing up, please check your *Spam* folder just in case the confirmation email got delivered there instead of your inbox. If so, *select the confirmation message* and click *This is Not Spam*, which will allow future messages to get through.

We strongly recommend that you do the following to avoid accidentally filtering our future messages:

1. Click *Mail* in the toolbar at the top of your AOL window
2. Select *Block Unwanted Mail*
3. Click *Custom Sender List*
4. Select *Allow only the senders and domains listed below* (our domain is mail-dog.com, our email address is connection@kodaktheatre.com)
5. Click *Save*

Hotmail Users

If you do not receive the confirmation message within a few minutes of signing up, please check your *Junk E-Mail* folder just in case the confirmation email got delivered there instead of your inbox. If so, *select the confirmation message* and click *Not Junk*, which will allow future messages to get through.

We strongly recommend that you do the following to avoid accidentally filtering our future messages:

1. Click *Mail*, then *Options* (next to the Help link)
2. Click *Junk E-Mail Protection*
3. Click *Safe List*
4. Enter this domain: mail-dog.com
5. Click *Add*

Gmail Users

If you do not receive the confirmation message within a few minutes of signing up, please check your *Spam* folder just in case the confirmation email got delivered there instead of your inbox. If so, *select the confirmation message* and click *Not Spam*, which will allow future messages to get through.

Outlook Users

1. Select *Actions* from the top menu bar, then select *Junk E-mail* followed by *Junk E-mail Options*.
2. Select *Safe Senders*, then *Add*
3. Type connection@kodaktheatre.com (email address) or mail-dog.com (domain name) and click *OK*.
4. Click *OK*.

Yahoo Users

If you do not receive the confirmation message within a few minutes of signing up, please check your *Bulk Mail* folder just in case the confirmation email got delivered there instead of your inbox. If so, *select the confirmation message* and click *Not Spam*, which will allow future messages to get through.

Other

If you do not receive the confirmation message within a few minutes of signing up, please check your *Spam or Bulk Mail* folder just in case the confirmation email got delivered there instead of your inbox. If so, *select the confirmation message* and mark it *Not Spam*, which should allow future messages to get through.

You can also add our email address (connection@kodaktheatre.com) to your contact list or address book to help ensure delivery of future messages.