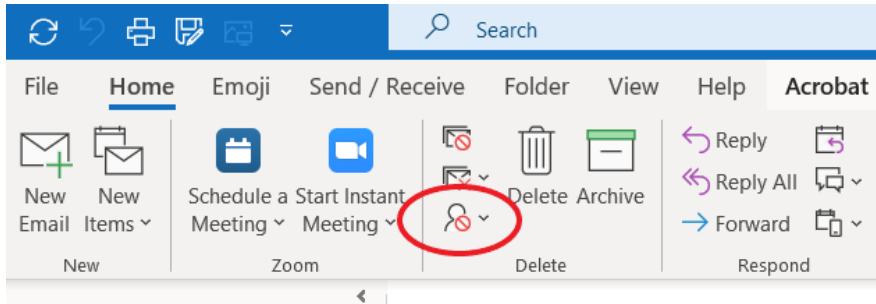


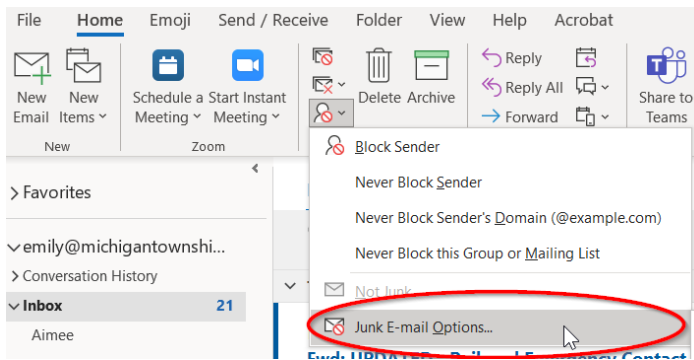
Having trouble receiving MTA's emails? Below are steps that you can take to help them come through to your inbox, so you don't miss important updates and information as you serve your community. These step-by-step instructions cover the most common email systems.

Outlook 2010 & 2013

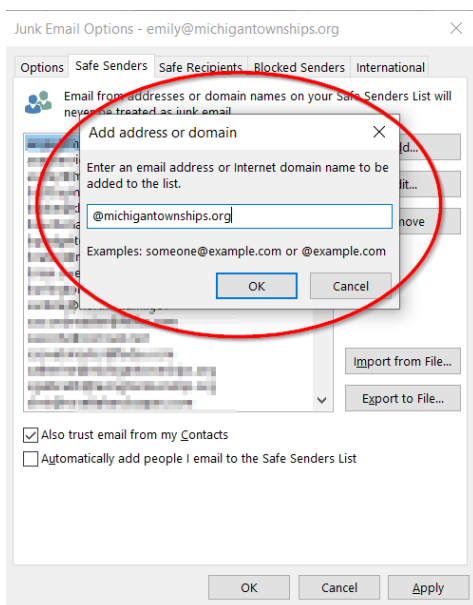
1. In the home tab, click the Junk drop down menu



2. Then click Junk Email Options



3. Navigate to the Safe Recipients tab
4. Click the Add button



5. Enter:
 - a. **@michigantownships.org**
 - b. **@ConnectedCommunity.org**
 - c. **@constantcontact.com**
6. Click OK

Outlook 2003 & 2007

- Go to Tools menu, click Options
- On the Preferences tab, click Junk E-mail button
- On the Safe Senders tab, click Add
- In the Add address, add:
 - **@michigantownships.org**
 - **@ConnectedCommunity.org**
 - **@constantcontact.com**
- Click OK

AOL

- Go to the Mail menu and select Address Book
- Wait for the Address Book window to pop up, then click the Add button
- Wait for the Address Card for New Contact window to load
- Type these into the Other E-Mail field:
 - **@michigantownships.org**
 - **@ConnectedCommunity.org**
 - **@constantcontact.com**
- Make our From address the Primary E-Mail address by checking the associated check box
- Click the Save button

Yahoo

- Open your mailbox and click Mail Options
- Select Filters
- Click the Add link on the Filters page
- Update the "From header:" rule with the following 2 pieces of information: "contains" and:
 - **@michigantownships.org**
 - **@ConnectedCommunity.org**
 - **@constantcontact.com**
- Click the Choose Folder pull down menu and select inbox
- Pick the Add Filter button

Hotmail

- Open your mailbox and click Options
- Click the Junk E-Mail Protection link
- Select the Safe List link
- In "Type an address or domain" insert:
 - **@michigantownships.org**
 - **@ConnectedCommunity.org**
 - **@constantcontact.com**
- Click Add

Gmail

- Click Contacts along the left side of any Gmail page.
- Go to Add Contact
- Add the following into the primary email address dialog box:
 - **@michigantownships.org**
 - **@ConnectedCommunity.org**
 - **@constantcontact.com**
- Click Save

Additional IP addresses and sites to have your tech support add to your whitelist if you still have trouble receiving our emails:

- 54.240.14.78
- 54.240.14.79
- 54.240.14.80
- 54.240.14.31
- 54.240.14.32
- 54.240.14.106
- 54.240.14.216
- 54.240.14.217
- 54.240.14.218
- 54.240.14.219
- 54.240.14.220
- 54.240.14.221
- 208.75.123.0/24
- 205.207.106.0/24
- r20.rs6.net
- a.rs6.net
- rs6.net
- s3.amazon.com
- files.ctctcdn.com
- files.constantcontact.com
- files.ctctusercontent.com