

# Are you getting your eBlast?

If you haven't signed up for the eBlast, go to our website [www.riviera.tusd.org](http://www.riviera.tusd.org) and click on the eBlast Subscribe link. **Remember to confirm your email subscription!**

**Follow the instructions below and you should receive our emails every time.**

## Hotmail, MSN and live.com email users:

log into your webmail account  
get into the Inbox.  
click on Options on the far right top of the Inbox.  
click on More options on the very bottom.  
click on Safe and Blocked Senders under Junk e-mail.  
click on Safe Senders.  
type in: [ouidid.com](mailto:ouidid.com) and click "add to list".  
type in: [emailorchard.com](mailto:emailorchard.com) and click "add to list"  
that's it. you're done. thanks

## for Gmail users:

log into your gmail webmail account  
click Settings on top right corner of screen.  
click the Filters tab in the Settings menu  
click Create a new filter (at the bottom of menu).  
type: [ouidid.com](mailto:ouidid.com) in the From box  
click on Next Step  
click on Never send it to Spam  
click on Create Filter button  
repeat  
click Create a new filter  
type: [emailorchard.com](mailto:emailorchard.com) in the From box  
click on Next Step  
Click Never send it to Spam  
click on Create Filter button  
that's it, you're done. thanks

## for Verizon email users:

log into your Verizon webmail account  
click on the Mail icon under My Settings in the left column  
click on the Blocking tab  
scroll down to Safe List  
type: [ouidid.com](mailto:ouidid.com) in the box and click the Add button then  
type: [emailorchard.com](mailto:emailorchard.com) in the box and click the Add button again.  
that's it, you're done. thanks

## for Road Runner (Time Warner) email users:

log into your webmail account  
Click the Settings button.  
Under Customize mailbox options, click the Allow and Block Messages options link.  
Click Advanced Block Senders radio button  
In the Allowed Senders and Domains field type: [ouidid.com](mailto:ouidid.com)  
hit Return, on the next line type: [emailorchard.com](mailto:emailorchard.com)  
then scroll down click OK  
that's it. you are done. thanks

## Yahoo email users:

log into your yahoo webmail account  
click on Options near the far right top of screen.  
click on Mail Options.  
click on Filters in the left column.  
click on Create or edit filters  
click on the Add button  
under Filter Name type: Safe Sender  
in the From header: contains space, type: [ouidid.com](mailto:ouidid.com)  
in the Then....Move the message to: Choose Folder, choose Inbox from the drop down.  
then click Add Filter button on the bottom left  
repeat  
click on the Add button  
under Filter Name type: Safe Sender  
in the From header: contains space, type: [emailorchard.com](mailto:emailorchard.com)  
in the Then....Move the message to: Choose Folder, choose Inbox from the drop down.  
then click Add Filter button on the bottom left  
that's it. you're done. thanks

## AOL email users:

How to make sure our emails are accepted:  
log into your AOL webmail account  
in the top right corner  
click on Settings  
click on Spam Controls in the left column  
Spam Filters by Address set to Custom  
click Allow mail from button  
enter: [ouidid.com](mailto:ouidid.com) and hit the green add button  
again click Allow mail from button  
enter: [emailorchard.com](mailto:emailorchard.com) and hit the green add button  
scroll to the bottom of page and click the Save button  
that's it, you're done. thanks

## Earthlink email users:

log into your earthlink webmail account  
you must add [noreply@ouidid.com](mailto:noreply@ouidid.com) and [noreply@emailorchard.com](mailto:noreply@emailorchard.com) to your address book.  
click on Address Book  
click on New Contact  
type: [noreply@ouidid.com](mailto:noreply@ouidid.com) in the Email Address box  
hit Save button at the top under Add Contact  
click on New Contact again  
type: [noreply@emailorchard.com](mailto:noreply@emailorchard.com) in the Email Address box  
hit Save button at the top under Add Contact  
that's it. you are done. thanks

**If your email provider is not listed above** you need to do one or both of the following:

add [ouidid.com](mailto:ouidid.com) and [emailorchard.com](mailto:emailorchard.com) as Safe Sending domains and/or add [noreply@ouidid.com](mailto:noreply@ouidid.com) and [noreply@emailorchard.com](mailto:noreply@emailorchard.com) to your **webmail** Address Book or Contacts list. Thank you.