



Be sure you receive our volunteer communications through the Volgistics system!

Many people use email filtering tools to reduce the amount of unwanted Spam they receive. In some cases, these email filtering tools can also block legitimate mail from reaching you. If your email system uses Spam filters you can prevent these filters from blocking our email messages to you by adding our volunteer mail system's email address to your "**safe sender list**" or "**white list**."

To add us to your "safe list" follow the instructions for your email provider:

- America Online: If you have AOL 9.0 Enhanced, go to keyword "address book" and put **mailer@volgistics.com** in an e-mail address field in your address book.
- MSN Hotmail: Select "Options" and then "Junk E-mail Protection" and add **mailer@volgistics.com** to your Safe List.
- Yahoo Mail: Click the "addresses" button, then select "Add Contact" and save **mailer@volgistics.com** to your contacts list.
- Other ISPs: Some ISPs enable spam filters that you can turn off or update to your preferences. Check your ISP's Web site or contact their technical support team if you believe you are missing messages from us. Ask them to be sure messages sent by "mailer@volgistics.com" are always accepted.
- Microsoft Outlook: From the Outlook menu choose "Actions," then "Junk E-Mail" and then "Junk E-mail Options." Select the "Safe Senders" tab and then click the "Add" button. Enter "**mailer@volgistics.com**" and then click the OK button.
- Other Email Software: Check your email software options or settings screen to see if you can add "**mailer@volgistics.com**" to a "**white list**" or "**safe/approved sender list**" of senders that are never filtered.

To send us an email message, send it to shannonh@ctcharlotte.org or click "Reply" to a message we've sent to you. Feel free to contact me if you have any other questions about the e-mail communications from the Volgistics system.

Shannon Hall
Audience Coordinator
Children's Theatre of Charlotte
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