



White List Instructions

FGFOA mainly uses email to communicate with its members. We like to keep you in-the-loop about all of our activities. If you're not receiving our messages, that's likely because your email address's settings are not "friendly" to receiving messages from us.

(As fair warning, before you read ahead: if you get lost in the information provided below, just forward this message to your IT staff and ask them for help!)

Here are some things you can try:

1. **Whitelist us.** Your IT staff members can make sure the server receiving our emails "knows" us. This is called *whitelisting*. Ask your IT staff to whitelist the domain *flcities.com* and the IP address *208.87.238.180*. Also, ask them to whitelist our mass email provider, Constant Contact – [click here for more information on how to do that](#).
2. **Tell your email program you want to see messages from us.** Sometimes, by default, email programs (Outlook, Airmail, Thunderbird, Gmail, Yahoo – whatever you use) try to be smart and hide things that look like advertising or "junk" mail, but you can tell your email program that you want to see our messages. Research your email's settings – you will likely be able to "train" your inbox to show messages from us. If you can, make it a habit to check any junk/spam or deleted folders in your email – our emails may not be the only ones not reaching you regularly.