



How to ensure that emails from CSDE do not end up in your junk or spam folder.

To ensure that emails from CSDE do not end up in your junk or spam folder, please add the following email addresses to your safe sender list:

1. [@eq.edu.au]
2. [@cairnssde.eq.edu.au]
3. [cairnssde@schoolzine.com]

Below are simple steps to do this for Gmail, Outlook, and Apple Mail:

Gmail:

1. Open an email from us.
2. Click the three dots in the top-right corner.
3. Select **Filter messages like this**.
4. Click **Create filter** and choose **Never send it to Spam**.
5. Click **Create filter** again to save.

Outlook:

1. Open an email from us.
2. Right-click the email and select **Junk > Never Block Sender**.
3. Alternatively, go to **Settings > View all Outlook settings > Mail > Junk email** and add our email under **Safe senders and domains**.

Apple Mail:

1. Open an email from us.
2. Click the sender's email address at the top of the email.
3. Select **Add to Contacts** or **Add to VIPs** to ensure future emails arrive in your inbox.