

Email Settings for Yahoo and Hotmail users

If you have a Yahoo or Hot Mail account and are not receiving your Tuition Express emails it is likely that your Tuition Express emails are being sent directly to your Bulk Mail or Trash Bin. This is an action taken by these providers not Tuition Express. The below settings will allow you to re-direct the mail to the proper email inbox.

YAHOO Settings:

- ▶ Go to your YAHOO email page.
- ▶ Click on the “Mail Options” button located on the right side of the page.
- ▶ Click on “Filters”
- ▶ Click on the “Add” button
- ▶ If desired you can establish a name for the filter to keep track of them. In the “From Header” field set the first field to “contains”. The next field to the right please type in **tuitionexpress@procaresoftware.com**
- ▶ Go to the Move the message to: field and select “Inbox”
- ▶ Finally, click on the “Add Filter” button located in the lower left section of the page.

If you view your Tuition Express emails within the Bulk Mail box you can select the email and click on the “Not Spam” button. This will send a report to YAHOO and hopefully they will correct the problem.

Hotmail Settings:

- ▶ Go to your HOTMAIL page
- ▶ Click on the “options” button located on the right side of the page
- ▶ Click on “mail” button located on the left of the page.
- ▶ Click on “junk email protection” link.
- ▶ Click on the “safe list” link
- ▶ In the “Type an address or domain:” field insert **tuitionexpress@procaresoftware.com** then click on the “add” button.

By following the above instructions you will assure yourself that all Tuition Express emails be routed to the inbox for easy access.