



NEVER MISS AN IMPORTANT EMAIL FROM US

As our partner, we want to give you the best experience possible. That includes providing excellent service, accurate information, and timely communication.

To do that, we need to keep all lines of communication open, especially email. The challenge with email is depending on your organization's settings, they might end up on the dark side of your inbox—aka the junk folder. We don't want you missing any important information, so we have a simple solution. It's called whitelisting and it's pretty simple – just add us to your contacts and let your email provider know we're a safe sender.

Depending on which email platform you use, here are the next steps:

Outlook

Log into your Outlook and follow these steps:

- If you have already received an email from Bridgewater Bank.
 - 1) Click on the email so it is highlighted/previewed.
 - 2) Click your *Junk* button drop-down menu, followed by *Never Block Sender's Domain (@example)*.
- If you have yet to receive an email from Bridgewater Bank.
 - 1) Click your *Junk* button drop-down and select *Junk E-mail Options*.
 - 2) Under the *Safe Senders* tab, click *Add*.
 - 3) Enter our domain (*@bridgewaterbank.ca*), then click *OK*.

Gmail

Log into your Gmail and follow these steps:

- Mark any messages from Bridgewater Bank as *Not Spam*.
 - 1) In Gmail, head to your spam folder.
 - 2) Search for an email from Bridgewater Bank (anything ending with our domain *@bridgewaterbank.ca*).
 - 3) Select all emails, right-click and select *Not Spam*.
- Create a filter for Bridgewater Bank.
 - 1) Click the cog icon in the top-right corner (settings), click *See all settings*.
 - 2) Click on *Filters and blocked addresses*, followed by *Create a new filter*.
 - 3) Enter our domain (*@bridgewaterbank.ca*) in the *From* field, then click *Create filter*.
 - 4) In the box headed *When a message is an exact match for your search criteria*, select *Never send it to spam*. Click the *Create filter* button.

Yahoo!

Log into Yahoo! Mail and follow these steps:

- Create a filter for Bridgewater Bank.
 - 1) Mouse over the *Settings* menu icon and select *Settings*.
 - 2) Click *Filters*, then *Add*. Enter a *Filter Name*.
 - 3) Enter our domain (*@bridgewaterbank.ca*) in the *Sender* field.
 - 4) Select *Inbox* as the folder to deliver the email to. Click *Save* twice.