Problems receiving emails

What is Spam?

Email is treated as spam if the recipient mailbox believes the email to be unsolicited, irrelevant, or sent in bulk to a mailing list of people.

What Mailboxes do to decide if emails should be treated as spam?

To stop you receiving unwanted emails, and to help protect you against malicious emails many mailbox providers deploy the following methods to filter out messages:

- Spam protection - sends spam emails directly to the Spam folder and can block them in future
- Filters - automatically sort incoming messages to different folder
- Block Addresses - stop email from email addresses or domains that you select
- Safe Sender - for email addresses or domains that you select
- Image blocking - prevents spammers from knowing you opened their email and protects you from looking at images you don't want to see
- Word of mouth - if recipients tell a mailbox provider an email is spam this will impact the sender's reputation and can cause future emails from the domain entering spam filters.

From time to time spam filters put legitimate email into your spam folder, which may be because other users have marked similar emails as spam. If you seem to be missing emails or you haven't got an email you were expecting, check the Spam folder first. And make sure the sender email address is included as a safe sender.

How can we avoid being treated as Spam?

The nature of how email is used within schools means emails are generally sent in large volumes over a very short spaces of time (e.g. the schools closed/ here's this week's newsletter).

From time to time this can cause issues with mailboxes treating the email as spam. Depending on the policies of the mailbox filtering and users' preferences this can do 1 of 2 things; send the email to Junk or directly delete the email.

Where issues are reported that emails have not reached parents/carers, we will do our best to establish what is causing this. However, there is only so much we can do to resolve the solution. Instead the resolution often requires the cooperation from the affected recipient parent/carer as we do not hold a customer relationship with the mailbox provider.

Adding Bristol Brunel Academy as a "Safe Sender"

To stop emails from Bristol Brunel Academy being categorised as spam you can manually add the Academy SIMS Intouch email to your mailbox "safe senders" list.

The email address that Bristol Brunel Academy uses to send emails, and should therefore be added to your "safe senders" list is:

BristolBrunelAcademy<8016907@simms-communications.co.uk>

(This is for parents/carers to receive emails only please do not use this email address to send messages to Bristol Brunel Academy)

Below are details of how to add an email address to your safe senders list from the most common mailboxes:

 Outlook/ Hotmail

1. At the top of the page, select Settings > Mail.

2. Select Mail > Accounts > Block or allow.

3. To add an entry to **Safe Senders** and Recipients, enter the email address or domain that you want to mark as **safe** in the Enter a **sender** or domain here text box. ...

 BT Email

1. From the **Settings** tab, select the **Safe** senders" folder and click on the **Add** button

2. Add the email address you want to mark as safe and click **Save**

3. After a confirmation message the email address will be added to your list of safe senders

 Apple Mail

1. Open the email from the sender you would like to add to the safelist.

2. Click on the sender's email address at the top of the email

3. A list of options will appear on a drop down

4. Click on "Add to Address Book"

5. Your sender will be automatically added to your Apple Mail safe senders list.

Gmail

1. Select Actions from the toolbar at the top of the screen.

2. Select Junk E-mail.

3. Select Junk E-mail Options...

4. Click the Safe Sender tab.

5. Click Add.

6. Type in the email address you wish to add to your safe sender list.

7. Click OK.

Yahoo! Mail

1. Click on the address book icon under the Yahoo! mail logo. (When you mouse crosses it, it will say Contacts.)

2. Click New contact.

3. Provide a suitable name and type (or copy and paste) the email address:

4. Click Save.

Virgin / Blueyonder

1. Select the Address Book link on the top left of the screen

2. Open the New menu and select Add contact

3. Type in the information including the email address

4. Click the save button in the top right corner