

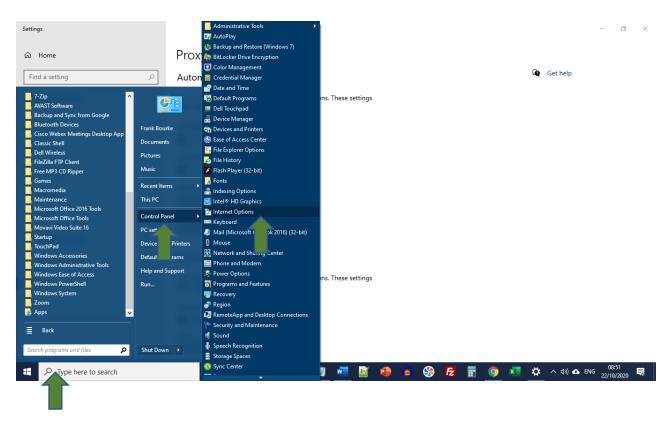
How to ensure you receive important email notifications during the ePortfolio Review process.

How do I ensure that email notifications from the IIOP are not diverted to my Junk/Spam folder?

One way of preventing emails from entering your Junk/Spam folder is to add <u>https://iiop.ie</u> as a trusted site.

To add <u>https://iiop.ie</u> as a trusted site on a Windows laptop, please follow the steps below.

How to – Windows laptop:



1. Go to Start > Control Panel > Internet Options.

2. Click the 'Security' Tab and then the 'Trusted Sites' icon.

| h Intern | et Prope | rties | | | ? X | |
|--|---------------------|-------------------------|--------------------------------------|---------------|----------------------|--|
| General | Security | Pp | nt Connections | Programs | Advanced | |
| Select a zone to view or change security settings. | | | | | | |
| | | | \checkmark | | | |
| In | ternet | Local intranet | Trusted sites | Restricted s | ites | |
| | Interne This zor | et ne is for Interne | t websites, | S | ites | |
| | resurce | ou 2011es. | | | | |
| Secu | rity level fo | or this zone | | | | |
| | C | | ettings, click Cu: mmended settin | | ult level. | |
| | Enable P | rotected Mode (| requires restarti Custom level | | xplorer) It level | |
| | | | Reset all ze | ones to defau | ilt level | |

3. Type '<u>https://iiop.ie</u>' into the *Add this website to the zone* input field and then click Add.

| Trusted sites | | × | |
|---|--|--------------------|--|
| | move websites from this zon e zone's security settings. | e. All websites in | |
| Add this website to the zone | | | |
| https://iiop.ie | | Add | |
| Websites: | | | |
| http://localhost https://localhost https://rcsicampus-myfiles | .sharepoint.com | Remove | |
| | | = | |
| Require server verificatio | n (https:) for all sites in this | zone | |
| | | Close | |
| Enable Protected Mo | ode (requires restarting Inte | rnet Explorer) | |
| | Custom level | Default level | |
| | Reset all zones to | o default level | |
| | | | |
| | OK Cance | el <u>A</u> pply | |

Click 'Close' and then click 'OK'.

NOTE: If you find that an email from the IIOP has been diverted to your Junk/Spam folder, you should select the option: "Mark as not Junk."

| | Pharmapod | 🕗 Junk E-mail 🖄 | Filter 🗸 | IMPORTANT HOP NOTIFICATION: Selection for the 2020/ |
|----|----------------------|--|------------------|--|
| | TestReach | Yesterday | | This message was identified as junk. We'll delete it after 20 days. It's not j |
| | VLE working group | IloP Portal | | Label: Junk briail (30 days) Express En 20/11/2020 13:53 |
| | Websale | MPORTANT HOP NOTIFICATION: Selectic Dear Dmitri. The Irish Institute of Pharmac | | |
| 12 | Draffs | | Reply all | |
| * | Sent Items | | Forward | |
| > | Deleted Items 45 | | Delete | |
| | Junk E-mail 32 | 1 | Move | > |
| = | Archive | | Сору | > |
| ٦ | Notes | | Calegorize | > |
| | Conversation History | | Mark as read | |
| | Junk Email | | Гlag | |
| | RSS Subscriptions | | Security options | Mark as not junk |
| | New folder | | View | > Block |
| | | | | |

Disclaimer

Unfortunately, we cannot guarantee that this process will prevent email notifications from the IIOP from being diverted into your Junk/Spam folder. Please continue to regularly check your Junk/Spam email folder for updates relating to the ePortfolio Review Process.