

## **Email on our VIPMOAA site**

Our new VIPMOAA website has an imbedded email program to alert you to upcoming activities, the availability of the newsletter, and special events. **Make sure that our email doesn't go to your spam folder.** When you open or read the email from [info@vipmoaa.org](mailto:info@vipmoaa.org) a return receipt is sent back to our server registering that you have indeed seen the email. If the return receipt is not received, we will re-send the email again. We certainly don't want you to be overwhelmed or "bugged" by our email, so we request that "images" are visible or "turned on" within your email.

This is the image you will see at the foot of our signature block when your "images" are turned on:



The most popular email services used by our members are AOL, Verizon, Cox, and Gmail. Please "turn on" images within your email program, following these suggested steps:

### **AOL & Verizon:**

- On the upper right-hand corner of the screen, click **Options > Mail Settings**.
- Click **General**.
- Under the Reading section, deselect the "Hide images in mail from unknown senders" option.

### **Cox**

- From the WebMail Inbox, click **on the Gear**
- A drop down menu will appear, select **SETTINGS**
- On the left side, select **INBOX**
- There are 3 options available:
  - Format email as HTML
  - Format email as plain text
  - Format email as HTML and plain text
- Select the option **FORMAT EMAIL AS HTML AND PLAIN TEXT**
- Close the dialog box and your settings will be saved

### **Gmail**

- Click the gear icon in the top right corner of the page.
- Select **Settings**.
- On the **General** tab, click the "Always display external images" radio button.
- Scroll to the bottom of the page and click **Save Changes**.

If you have another email program, please click [HERE](#) to see further instructions