



Add CAA to your address book to make sure you get your emails from us!

If you are a Rogers, Shaw, or Sympatico user who accesses your email through your Internet Service Providers webmail interface, please refer to their specific instructions for adding CAA Atlantic to your address book.

Instructions for adding us to your address book through Microsoft Outlook, as well as Yahoo! Mail and Hotmail are shown below.

NOTE: To determine what version of Microsoft Outlook you are using, in Outlook, click on "Help" from the main menu, and then select "About Microsoft Office Outlook". Your version number will be listed in the first line of this pop-up window.

Instructions for Microsoft Outlook

1. Open your CAA email
2. Click on 'Actions' in the toolbar. For Outlook Express, right click on the 'From' name, and click 'Add to Address Book' in the menu that appears.
3. Select 'Junk Email' and then click on 'Add Sender to Safe Senders List'

Instructions for Yahoo! Mail

1. Open your CAA email
2. With the email open, click the 'Add to Address Book' link, next to the 'From' address
3. Click the 'Add to Address Book' button at the bottom of the screen.

Instructions for Hotmail

1. Open your CAA email
2. Click on the 'Save Address' button, above the message.
3. Click the 'OK' button on the screen that appears.

You're done! Now you will never miss another CAA email.

If you have any questions, please let us know!

info@atlantic.caa.ca

1-800-561-8807